**Inspectors General Checklist**

|  |
| --- |
| **MARINE CORPS SAFETY MANAGEMENT SYSTEMS (MCSMS) (5100.29)**This checklist applies to the USMC Total Force. **Subsection 1:** Applies to all USMC Commands, including O5/O6 USMC Commands (Regiments, Battalions, Marine Aircraft Groups, Squadrons, and Marine Information Groups). **Subsection 2:** Applies to USMC Higher Headquarters (HHQ) Commands (operational forces (MARFORs, MARSOC, Marine Expeditionary Forces, Divisions, Wings, and Groups) and supporting establishment (TECOM, LOGCOM, MARCORSYSCOM, MCRC, and MCICOM)). Note: Inspected HHQ Commands are responsible for sections 1 and 2.**Subsection 3:** Applies to all USMC Commands with Civilian Safety Specialists. **Subsection 4:** Applies to USMC Installations and Stations. Note: Inspected Installations and Stations are responsible for sections 1 and 3. |
| **Functional Area Sponsor:** CMC (SD) | **Name of Command** |
| **Subject Matter Expert:** Robert Young, robert.l.young@usmc.mil(DSN) 664-4242 (COM) 703-604-4242Tami Hinman, tami.hinman@usmc.mil(DSN) 664-4169 (COM) 703-604-4169 | **Date** |
|  | **Inspector** |
| **Revised:** 11 November 2023 | **Final Assessment****Discrepancies: Findings:**  |
| **Overall Comments**: Comments  |
| **Subsection 1 – All USMC Commands** |
| 0101 | SMS: Did the commander appoint a ground safety officer/manager in writing as a full time, special staff officer with direct access to the commander for safety matters? Units below the battalion or squadron level (e.g., Recruiting Stations) must have a trained, additional duty unit Safety Representative appointed in writing. Note: Mission, function, and tasks of the command determine safety billets as translated into staffing positions provided in the command’s approved table of organization and equipment.Reference: MCO 5100.29C par 4.b.(1) and Vol 1, Chap 3, par 0304 A.1. and 2.a. and 030503. D. |
| Result | Comments  |
| 0102 | SMS: Did the commander publish within 30 days of assumption of command a safety policy that communicates to all personnel (mil & civ) they are required to actively engage in the MCSMS? Reference: MCO 5100.29C Vol. 1, Ch. 1, par 010601.A.2.a and Vol 1, Chap 2, par 0204.A. |
| Result | Comments  |
| 0103 | SMS: Did the command safety officer/manager provide the new commander with an overview of the command Safety Management System (SMS) within 60 days of assumming command? Note: Maintain documentation of briefing or email.Reference: MCO 5100.29C, Vol 1 Chap 5, par 050301.B |
| Result | Comments  |
| 0104 | SMS: Did the commander have a written SMS tailored to their command’s specific mission and specific hazards on and off duty faced by their mil & civ personnel?Reference: MCO 5100.29C, par 3, Vol. 1, Ch. 1, par 010601 |
| Result | Comments  |
| 0105 | SMS: Did the command complete a safety climate survey using the Ground Climate Assessment Survey (GCASS) within 90 days following a change of command and annually thereafter (365 days after receiving results of prior applicable survey out-brief)?Reference: MCO 5100.29C, Vol 1, Chap 6, par 0601.D. and 0604. |
| Result | Comments  |
| 0106 | SMS: Did the command host quarterly safety and drive councils chaired by the Commander, Deputy Commander, or Chief of Staff to address the status of the SMS,(i.e. mishaps, inspection results, hazards, occupational health hazards and illnesses, recreation/off-duty, safety services, status of the DriveSafe program, etc.)? Are records (e.g. minutes, agendas, etc) maintained for a period of three years? Membership must include mil & civ personnel, when possible, as well as safety and health professionals. Civilian personnel must be represented on the council by union representatives if local labor-management agreements contain provisions concerning employee representation. Minimum membership should include maintenance, medical, and training personnel, Marine Corps Community Service officials, safety managers and officers, and the provost marshal. Reference: MCO 5100.29C, Vol 1, Chap 6, par 0606 and 060603; Vol 3, Chap 6, par 060201 and Chap 7, par. 0705.I; NAVMC DIR 5100.8, chap 4, par 4000 and 4001. |
| Result | Comments  |
| 0107 | SMS: Did the command conduct or receive an annual safety inspection? Did it document the following: Personal Protective Equipment (PPE); Core Safety Services (CSS) needs with the Host Installation; recreational and off-duty programs; traffic safety; motorcycle mentorship program; and hearing conservation performance? Reference: MCO 5100.29C, Vol 1, Chap *2*, par 0205, F; Ch. 4, 0401, B. 1.a. b.; Chap 6, par 060203; Vol 3, Vol 5, Chap 1, par 010407; MCO 6260.3A, par 4.b.(16) (c) and Appendix D; NAVMC DIR 5100.8, Chap 5, par 5003.2 |
| Result | Comments  |
| 0108 | SMS: Did the command complete every 24 months a SMS Self-Assessment with a written report to the commander? Written report must include a statement declaring whether the conformance and performance under the systematic processes of the SMS was met and effective; met but needs minor improvements; met but needs significant improvements; or was not effective.Reference: MCO 5100.29C Vol 1, Chap 6, par 060202 A-C. |
| Result | Comments  |
| 0109 | SMS: Did the unit’s leadership conduct thorough risk assessments for all aspects of command operations and activities, and is the risk assessment conducted in accordance with the Commander’s Safety Policy? (Note: The Joint Risk Assessment Tool (JRAT) Matrix can be used and is available at <https://jrat.safety.army.mil/login.aspx>.)Reference: MCO 5100.29C, Vol 2, Chap 3, par 0302.F, Chap 4, par 040302 and 040304. |
| Result | Comments  |
| 0110 | SMS: Did the command risk management instructor (RMI) provide training every two years on the RM process by one of following: completion of the appropriate module(s) of the USMC RM Distance Learning Course Curriculum; classroom instruction; leader-led guided discussion; or practical application exercises?Reference: MCO 5100.29C, Vol 2, Chap 4, par 040204, B. 1. and 2. <https://vcepub.tecom.usmc.mil/sites/directorates/mtesd/LeaderLedAnnualTraining/SitePages/Home.aspx> |
| Result | Comments  |
| 0111 | SMS: Did the Ground Safety Officer or Ground Safety Managers (GSM) complete the GSM course within 90 days of assignment, and then the Ground Mishap Investigation Course?Reference: MCO 5100.29C, par 4.b.(1) and MCO 5100.29C, Vol 1, Chap 3, par 0304 A.1. |
| Result | Comments  |
| 0112 | SMS: Did the safety manager or officer submit an annual budget request to support the SMS and to carry out safety responsibilities through the chain of command?Reference: MCO 5100.29C, par 4.b.(1) and MCO 5100.29C, Vol 1, Chap 7, par 0704 |
| Result | Comments  |
| 0113 | SMS: Did the Safety Representatives (SR) (unit/work center/section/shop) receive safety training to perform their SR duties within 30 days of appointment? Training must include:  1. Command and local safety and occupational health requirements. 2. Evaluation and abatement of local hazards. 3. Local procedures for reporting and investigating mishaps. 4. Recognition of local potential hazardous conditions and environments. 5. Identification and use of Safety & Occupational Health (SOH) standards.Reference: MCO 5100.29C, Vol 1, Chap 5, par 050302.D |
| Result | Comments  |
| 0114 | SMS: Did the command unit/work center/section/shop SRs conduct quarterly safety inspections of assigned facilities, processes, and equipment?Reference: MCO 5100.29C, Vol 1, Chap 6, par 060204 |
| Result | Comments  |
| 0115 | SMS: Did the command identify supervisory (civilian and military (E-4 or above)) personnel by billet to receive initial supervisor safety training within 90 days of appointment and annual supervisor safety training from their initial training date? Did the command maintain documentation of completed training?Reference: MCO 5100.29C, Vol 1, Chap 5, par 050302.A.3 |
| Result | Comments  |
| 0116 | SMS: Did the commander ensure written emergency action plan(s) are posted that include the following: medical, fire, and emergency phone numbers; assigned responsibilities; procedures; any other pertinent information; and required training?Reference: MCO 5100.29C, Vol 5, Chap 2, par 0206.D and Vol 2, Chap 4, par 040304 B.1 |
| Result | Comments  |
| 0117 | SMS: Did the safety officer conduct investigations and document reports of unsafe or unhealthful work conditions to include occupational health hazards identified in industrial hygiene surveys? Did the safety officer maintain a Hazard Abatement Log (HAL) for three years for identified safety and occupational health hazards that require long term surveillance (HAL items open greater than 30 days)? HAL must include the date, description of the deficiency, Risk Assessment Code (RAC), and deficiency follow up date(s) until corrected. Reference: MCO 5100.29C, Vol 1, Chap 4 par 0401.B.1.d and Chap 6 par 060203.A and D   |
| Result | Comments  |
| 0118 | SMS: Did the command, unit, or activity have a pre-mishap and mishap action plan with associated checklists? Reference: MCO 5100.29C, Vol 1, Chap 6, par 060301 |
| Result | Comments  |
| 0119 | SMS: Did the command conduct required mishap investigations for all reportable mishaps, to include work related Significant and Permanent Threshold Shifts (PTS) and submit PTS via the Risk Management Information Streamlined Incident Reporting?Reference: MCO 5100.29C, Vol 1, Ch. 6 par 0603; MCO P5102.1B w/Ch 2, Encl. (1), Chap 1, par 005.8.e., Chap 3, par 3004.1--4., and Fig 5-1; MCO 6260.3A, Encl. (2), par 13.d; MARADMIN 534/20 |
| Result | Comments  |
| 0120 | SMS: Did the commander annually examine, certify with signature, and post from February 1 thru April 30, the Logs of Work-Related Illnesses and Injuries (OSHA 300A log) for DoD Civilians?Reference: 29 CFR 1904.0; MCO P5102.1B w/ Chg 2, chap 3, par 3009.2. |
| Result | Comments  |
| 0121 | Traffic Safety: Did the command have a written traffic safety program that requires the following: motor vehicle operator license; Military Occupational Specialty specific medical certificates for drivers; establishes maximum driving times and mileage limits; identifies and addresses the local traffic conditions; hazards; and controls for operating tactical vehicles, government owned vehicles, government leased vehicles, and government maintained equipment?Reference: MCO 5100.29C Vol 3, Chap 2, par 0202, par 0203, par 0204 – 0206, Vol 3, Chap 3, par 0708. A, and Vol 3, Appendix B, par 2 (a) |
| Result | Comments  |
| 0122 | Traffic Safety: Have all military personnel under the age of 26 at their first gaining unit received at least four hours of driver’s awareness training within 60 days of reporting to the command, and is the training documented in USMC Training Information Management System (MCTIMS)? Reference: MCO 5100.29C, Vol 3, Chap 2, par 021001. |
| Result | Comments  |
| 0123 | Motorcycle Safety: Did the command established a motorcycle safety program addressing motorcycle mentorship, active/inactive rider identification and rider training scheduling/tracking? Reference: MCO 5100.29C, Vol 3, Chap 3, par 030301 |
| Result | Comments  |
| 0124 | RODS: Did the commanding officer/officer in charge appoint a command Recreation and Off-Duty Safety (RODS) Program Manager with the authority to successfully execute the program? The position can be filled by the ground safety officer to coordinate safety inspections of command owned or controlled Marine Corps Community Service recreational areas.Reference: MCO 5100.29C, Vol 5, Chap 2, par 0205 A-G.  |
| Result | Comments  |
| 0125 | RODS: Did the command provide or arrange for local area or host nation RODS hazard briefs to newly assigned military members and civilian employees within 30 days of assignment or arrival? Training will include awareness of the RODS program, individual responsibilities, and local awareness training (such as known local hazards, local laws, restricted areas, and common geographic high-risk recreational activities).Reference: MCO 5100.29C, Vol 5, Chap 1, par 010408.A; Chap 2, par 0207.I |
| Result | Comments  |
| 0126 | High Risk Activities: Do military members that participate in high-risk recreational activities review the details of their risk management plan with the unit safety officer prior to engaging in the activity? Examples of activities include: skydiving; paragliding; scuba diving; white water rafting/kayaking; vehicle racing to include formal racing/defensive driving instruction; rodeo participation; remote hiking and camping. Reference: MCO 5100.29C, Vol 5, Chap 1, par 010403.B. |
| Result | Comments  |
| 0127 | Confined Space: If required, did the command, due to identified confined spaces, have a trained Confined Space Program Manager (CSPM) or use the services described in the installation Standard Operating Procedure or host-tenant agreements to identify, label, and inventory confined spaces? Reference: NAVMC DIR 5100.8, Chap 14, par 14001 and 14002. |
| Result | Comments  |
| 0128 | RPP: If required, did commands with respiratory hazards appoint in writing a trained Respiratory Protection Program Manager (RPPM)? See requirements for RPPM in Section 4, 0416-0418. Reference: NAVMC DIR 5100.8, Chap 13, par 13008.2 and par 13008.3.a. |
| Result | Comments  |
| 0129 | LO/TO: If required, did the command due to hazardous energy sources, ensure all Marine Corps personnel who could be exposed receive formal training in the purpose and function of the Lock Out/Tag Out (LO/TO) program? Reference: NAVMC DIR 5100.8, Chap 12, par 12002.1.a, 12013 and 29 CFR, par 1910.147(c)(7) |
| Result | Comments  |
| 0130 | Fall Protection: If required, did the commander, due to personnel working at heights above 4 feet, ensure personnel that are potentially exposed to fall hazards receive appropriate training and approved fall protection equipment IAW DON Fall-Protection Guide? Was annual audit completed of fall protection program? Reference: NAVMC DIR 5100.8, Chap 18, par 18002.1.c and 18002.2. |
| Result | Comments  |
| 0131 | HazMat: Are all hazardous materials (HM) inventoried and a copy of the inventory sent to the installation safety office? Reference: NAVMC DIR 5100.8, Encl. (1), Chap 17, par 17002. |
| Result | Comments  |
| 0132 | HazMat: Do supervisors provide personnel using HM with Safety Data Sheet (SDS) information and training on HM at initial assignment and whenever a new chemical hazard is introduced into their unit/work center/section/shop? All HM must be labeled, properly stored, and a SDS available for each HM used in unit/work center/section/shop.Reference: NAVMC DIR 5100.8, Encl. (1), Chap 17, par 17002.2.f. and 29 CFR 1910.1200(h)(1) |
| Result | Comments  |
| 0133 | BBP: If required, did the command have a written Blood Borne Pathagens (BBP) exposure control plan addressing methods for communicating hazards to personnel, proper precautions for handling BBPs, hepatitis vaccinations, post-exposure evaluation, follow-up, other potentially infectious materials, and record keeping and evaluations of BBP exposure incidents?Reference: NAVMC DIR 5100.8 Chap 20, par 20002. |
| Result | Comments  |
| 0134 | Medical Surveillance: Did the commander track compliance with medical surveillance appointments?Reference: MCO 5100.29C, Vol 1, Chap 2, par 0204, par 0207. F.  |
| Result | Comments  |
| 0135 | Hearing Conservation: Is the command overall hearing readiness rate at or above 85%? If not, has the command developed a written plan of action? Reference: MCO 6260.3A, Encl. (2), par 8.c. |
| Result | Comments  |
| 0136 | Radiation: If required, did the commander appoint a Radiation Safety Manager (RSM), who completes RSM training within 3 months of assuming duties? Reference: MCO 5100.29C Vol 7, Chap 2, par 020307. A-E.  |
| Result | Comments  |
| 0137 | Radiation: Did RSM maintain an annual inventory (e.g. Consolidated Memorandum Receipt) and storage locations of rad assets located within their purview and provide quantities and locations to the Major Command Radiation Safety Officer (RSO) and emergency responders? Reference: MCO 5100.29C Vol 7, Ch. 2, par 020307 C.3.  |
| Result | Comments  |
| 0138 | Radiation: Did the RSM provide completed copies of Radioactive Material (RAM) Movement Forms to the Installation or Command RSM and maintain copies indefinitely?Reference: MCO 5100.29C Vol 7, Chap 3, par 0303 E. |
| Result | Comments  |
| 0139 | Radiation: Did the RSM publish a radiation safety SOP? The SOP will contain the following: points of contact for reporting radiological incident; procedures for initial notification of broken, damaged, or leaking radiological sources and to notify the Navy Radioactive Material Permit holding RSO and CMC (SD) Radiation Health Officer. RSM will provide support for leak test and contamination survey requirements resulting from such incidents per Appendix B; and publish and distribute applicable messages, bulletins, or notices, as required? Reference: MCO 5100.29C, Vol. 7, Chap 2, par 020307. C.7; and D. |
| Result | Comments  |
| 0140 | Radiation: Did Marine Aviation Logistics Squadron, HMH Squadron (CH/MH-53), and VMFA Squadron (F-35 only) Commanders per Appendix B designate in writting Unit Radiation Safety Managers (URSM) (E-5 and above) to support specifically licensed and generally licensed radioactive assets in which the RSO/ARSO responsible is not geographically located? Reference: MCO 5100.29C, Vol. 7, Chap 2, par 020310 and Appendix B, a. |
| Result | Comments  |
| 0141 | Radiation: Did Commanders with armories per Appendix B designate in writing a URSM (E-5 and above) to manage permitted H-3 (tritium) sighting assets in which the RSO/ARSO responsible is not geographically located? Reference: MCO 5100.29C, Vol. 7, Ch 2, para 020310 and Appendix B, 1. c. |
| Result | Comments  |
| 0142 | RF: Did the command with Radiation Frequency (RF) (non-ionizing) sources designate a RF Safety Officer who has successfully completed appropriate RF safety training provided through Enterprise Safety Applications Management System (ESAMS), or Navy Knowledge Online (NKO)? Are personnel who routinely work directly with RF equipment or whose work environments contain RF equipment provided RF safety awareness training? Reference: DoDI 6055.11, Encl. (3), 4. A; MCO 5104.1C/OPNAV M-5100.23 Appendix B22-A.  |
| Result | Comments  |
| 0143 | Lasers: If Command uses or maintain military class 3B or class 4 military exempted laserss or systems incorporating any class 3B or class 4 lasers, has the command appointed in writing, a Laser System Safety Officer (LSSO) and established a formal laser hazard control program which includes a command SOP that addresses the following: procedures for reporting injuries; laser eye protection requirements; training requirements; an inventory (e.g. Consolidated Memorandum Receipt); a Laser Safety Review Board (LSRB) letter on file for the laser systems employed in the command; and other command-specific laser safety requirements ? Reference: MCO 5104.1C, par 7.e. (4), Encl. (1), par 1.-2., Encl. (6), par 2. a. b., Encl. (7), and par 7.e (7) and (12) and Encl. (12); MCO 4400.201 CH-2. par 010903. |
| Result | Comments  |
| 0144 | Explosives: Did the CO and OIC that requisition, receive, handle, store, or transport munitions publish SOPs that govern explosives operations performed within their unit and ensure that all personnel involved in the storage, transport, handling, maintenance, receipt/issue, and use of munitions receive required training prior to their assignment to duties involving munitions?Reference: MCO 5100.29C, Vol. 8, Chap 1, par 010314. A-E. |
| Result | Comments  |
|  **Subsection 2 – Marine Corps HHQ Commands, i.e.** **(operational forces (MARFORs, MARSOC, Marine Expeditionary Forces, Divisions, Wings, and Groups) and supporting establishment (TECOM, LOGCOM, MARCORSYSCOM, MCRC, and MCICOM)).**  |
| 0201 | SMS: Did the HHQ Command designate a safety professional who has sufficient authority and responsibility to effectively represent the headquarters commander in the management and administration of the SMS for all assigned personnel and subordinate commands? Reference: MCO 5100.29C, par 4.b.(1) and Vol |
| Result | Comments  |
| 0202 | SMS: Did the HHQ conduct oversight of subordinate commands to ensure effective SOH programs are in place and evaluate the effectiveness of the CSS provided by installation commands to subordinate commands? Reference: MCO 5100.29C Vol. 1, Chap 3, par 0303.B. |
| Result | Comments  |
| 0203 | SMS: Did USMC controlling commands establish a safety awards program to recognize the outstanding safety performance of subordinate units, military members, and civilian personnel?Reference: MCO 5100.29C, Vol 1, Chap 5, par 050201 |
| Result | Comments  |
| 0204 | SMS: Did the HHQ command conduct and document at least every 36 months a Command Safety Assessment of subordinate commands and field activities to ensure SMS conformance and performance? Reference: MCO 5100.29C, Vol 1, Chap 2, par 0205.F and Chap 6, par 060201.3. |
| Result | Comments  |
| 0205 | MCICOM Only: Did MCICOM accomplish the following: provide a needs assessment template for installation safety offices use to update support aggreements with tenants after annual CSS needs assessment(s) and provide an annual report to CMC (SD)? The annual report must detail the delivery of CSS, that is, what services were and were not provided to tenants.Reference: MCO 5100.29C, Vol. 1, Chap 4, par 0402, B-D. |
| Result | Comments  |
| 0206 | Radiation: Did the Commander appoint in writing, a trained Radiation Safety Officer & Assistant Radiation Safety Officer (RSO/ ARSO), RSM and/or Radiation Protection Assistant (RPA) as appropriate? Did the RSO/ ARSO complete RSO training at the Radiological Affairs Support Office (RASO) and then 5 continuing education credits every five years. Is the RSO/ ARSO named on the radioactive materials permit?Reference: MCO 5100.29C, Vol 7, par. 020303 E, and par 020304 D, and Appendix B, a, b, c, d and e. |
| Result | Comments  |
| 0207 | Radiation: Did the HHQ Radiation Safety Manager (MCRSM) forward their designation letter and training certificate to CMC (SD)?Reference: MCO 5100.29C, Vol. 7, Chap 2, par 020308. |
| Result | Comments  |
| 0208 | Radiation: Did the command RSO/RSM provide an annual commander’s brief to the commanding general on the status of the radiation safety program for which they are responsible for to include at a minimum, inspections or assessments and any Navy Radioactive Materials Permit actions or correspondence?Reference: MCO 5100.29C, Vol 7, par 020306 D.2.g. |
| Result | Comments  |
| 0209 | Explosives: Did the Commander appoint in writing a qualified (GS-0018) command explosives safety officer to provide management and oversight for all explosives safety matters? Reference: MCO 5100.29C, Vol 8, Chap 1, par 010308. A-F. |
| Result | Comments  |
| **Subsection 3 – All USMC Commands With Civilian Safety Specialists** |
| 0301 | Civ Development: Are SOH professionals fully trained in accordance with the guidelines established by the USMC Safety Community of Interest Leader and Manager per the reference below?Reference: MCO 5100.29C, Vol 1, Chap 5, par 050303 |
| Result | Comments  |
| 0302 | Civ Development: Has the command established and implemented Individual Development Plans for each SOH professional based on their gap analysis, and prioritized the initial and organizational training requirements?Reference: MCO 5100.29C, Vol 1, Chap 5, par 050303.A. – C. |
| Result | Comments  |
| 0303 | Civ Development: Did the full time SOH professionals receive a minimum of seven (7.0) Continuing Education Units or the equivalent of two weeks of training per year? Annual training must be consistent with the guidelines established by the SOH Career Manager and the individual’s IDP.Reference: MCO 5100.29C, Vol 1, Chap 5, par 050304.D.1 |
| Result | Comments  |
| 0304 | Civ Development: Did the commands, units, and activities with civilian SOH personnel submit, via their chain of command a summary of an annual SOH related training requirements for the next year based on employee IDPs?Reference: MCO 5100.29C, Vol 1, Chap 5, par 050305 |
| Result | Comments  |
| **Subsection 4 – USMC Installations and Stations**  |
| 0401 | SMS: Is the installation, station, or base approprerly staffed with safety personnel in relation to the occupationally exposed population and identified hazards within the organization? Reference: MCO 5100.29C, par 4.b.(1) and Vol 1, Chap 3, par 030501 A-C. |
| Result | Comments  |
| 0402 | SMS: Did the installation or station safety manager or officer submit an annual budget request to support the SMS and carry out safety responsibilities through the chain of command?Reference: MCO 5100.29C, par 4.b.(1) and MCO 5100.29C, Vol 1, Chap 7, par 0704 |
| Result | Comments  |
| 0403 | SMS: Did the installation or station use without modification MCICOM checklists to update support aggreements with tenants after annual Core Safety Service (CSS) needs assessment(s) and provide an annual report to CMC (SD)? The annual report must detail the delivery of CSS, that is, what services were and were not provided to tenants. Reference: MCO 5100.29C, Vol 1, Chap 4, pars 0401, 0402, B-D and Chap 6, par 060202 D. |
| Result | Comments  |
| 0404 | SMS: Did host installation provide qualified (GS-0018) safety personnel to conduct a SMS assessment of the command and each tenant every 24 months? For each SMS assessment, was a copy of the written report provided to the commander of the tenant? Reference: MCO 5100.29C, Vol 1, Chap 5 and Chap 6, par 060202 |
| Result | Comments  |
| 0405 | SMS: Did trained and competent safety personnel conduct and document at least annually safety inspections of all installation or station facilities, workplaces, and operations? Were identified safety hazards immediately corrected or mitigated with interim fixes. Are RAC 1, 2, or 3 hazards not abated or mitigated within 30 days documented and tracked in a HAL, and retained for a period of three years with the date, description of the deficiency, RAC, and deficiency follow up date until corrected?Reference: MCO 5100.29C, Vol 1, Chap 6, par 060203A.  |
| Result | Comments  |
| 0406 | SMS: Did the commander ensure identified safety hazards were immediately corrected or mitigated with interim fixes. Were RAC 1, 2, or 3 hazards not abated or mitigated within 30 days documented and tracked in a HAL, and retained for a period of three years. Did the HAL contain the date, description of deficiency, RAC, and deficiency follow-up date until corrected?Reference: MCO 5100.29C, Vol 5, Chap 2, par 0205.E |
| Result | Comments  |
| 0407 | SMS: Per Tenant MOU/MOA, did the command develop and distribute to units an annual inspection schedule NLT 30 September for each fiscal year?Reference: MCO 5100.29C, Vol 1, Chap 6, par 060203 B.  |
| Result | Comments  |
| 0408 | SMS: Did the Installation Commander assign in writing an Installation MCCS safety officer? Were SOPs developed and published to include minimum safety requirements for the use of MCCS facilities and equipment? SOPs shall be displayed in appropriate locations. The facility supervisor must provide appropriate activity-specific safety training to patrons. Reference: MCO 5100.29C, Vol 5, Chap 2, par 0206. A-G. |
| Result | Comments  |
| 0409 | SMS: Are the inspection results briefed to the unit safety or unit commander and followed-up with a written inspection report NLT 10 working days after the completed inspection? Reference: NAVMC DIR 5100.8, Chap 7, par 7005.5. and 7005.7. |
| Result | Comments  |
| 0410 | SMS: Did safety inspections and surveys document the following: correct PPE is identified and available for hazard(s); appropriate PPE training, fit testing, and maintained?Reference: NAVMC DIR 5100.8, Chap 13, par 13001.1.-2. |
| Result | Comments  |
| 0411 | Traffic Safety: Did the installation establish a traffic safety program and designate in writing a traffic safety program manager responsible for developing, issuing, implementing and enforcing program regulations? Reference: MCO 5100.29C, Vol 3, Chap 7, par 0705, A-K |
| Result | Comments  |
| 0412 | Motorcycle Safety: Did the installation provide adequate motorcycle rider training courses, training facilities, and training areas to meet the training requirements of motorcyle riders on the installation. Reference: MCO 5100.29C, Vol 3, Chap 7, par 0703, F |
| Result | Comments  |
| 0413 | Confined Space: Did the command assign in writing a trained Confined Space Program (CSP) Manager to evaluate and maintain a CSP that satisfies the six basic program elements as well as an updated inventory of all permit required confined spaces? Reference: NAVMC DIR 5100.8, Chap 14, par 14001 and 14002.1.b. 6. |
| Result | Comments  |
| 0414 | RPP: Did the command with identified respiratory hazards appoint in writing a trained RPPM? Reference: NAVMC DIR 5100.8, Chap 13, par 13008.2 and par 13008.3.a. |
| Result | Comments  |
| 0415 | RPP: Did the trained RPPM maintain users’ records of annual training and conducted fit testing for all negative pressure respirator and Self Contained Breathing Apparatus?Reference: 29 CFR 1910.134; NAVMC DIR 5100.8, Chap 13, par 13008.3.a and g., par 13008.15 --16. |
| Result | Comments  |
| 0416 | RPP: Did the RPPM conduct an annual written audit of the RPP? Reference: 29 CFR 1910.134; NAVMC DIR 5100.8, Chap 13, par 13008.3.k.  |
| Result | Comments  |
| 0417 | RPP: Did the RPPM have a written SOP governing selection, issue, training, care, and use of respirators? SOPs shall include pertinent regulations, consensus standards, emergency and rescue guidance, and any additional guidance as necessary. Reference: NAVMC DIR 5100.8, Chap 13, par 13008.1. and 13008.3.b. |
| Result | Comments  |
| 0418 | LO/TO: Did the command appoint in writing a LO/TO coordinator who is delegated the responsibility and authority for controlling and administrating the LO/TO program? Did LO/TO coordinator ensure all personnel who could be exposed to hazardous energy sources receive formal training in the purpose and function of the LO/TO program? Reference: NAVMC DIR 5100.8, Chap 12, par 12002.1.a, 1.e, 12013 and 29 CFR, par 1910.147(c)(7) |
| Result | Comments  |
| 0419 | LO/TO: Did the installation safety office annually evaluate the effectiveness of the LO/TO program using the NAVMC 11402 and correct noted deficiencies?Reference: NAVMC DIR 5100.8, Chap 12, par 12012. |
| Result | Comments  |
| 0420 | Fall Protection: Did the commander ensure that personnel who are potentially exposed to fall hazards receive appropriate training and approved fall protection equipment? Reference: NAVMC DIR 5100.8, Chap 18, par 18002.1.c and 18002.2 |
| Result | Comments  |
| 0421 | HazMat: Did the unit/installation safety officer/manager annually receive from supervisors an inventory of hazardous material or when significant changes occur? Mishaps involving hazardous materials and exposure to hazardous chemicals shall be reported to the safety officer/manager.Reference: NAVMC DIR 5100.8, Chap 17, par 17002.2.a.  |
| Result | Comments  |
| 0422 | Asbestos: Did the installation train and appoint in writing an Asbestos Program Manager with cognizance of all asbestos related activities aboard the installation?Reference: NAVMC DIR 5100.8, Chap 15, par 15004.3.a.-t. |
| Result | Comments  |
| 0423 | Lead: Did the installation train and appoint in writing a Lead Program Manager with cognizance of all lead related activities aboard the installation? Reference: NAVMC DIR 5100.8, Chap 16, par 16003.3. |
| Result | Comments  |
| 0424 | BBP: Did the installation, in collaboration with Military Treatment Facility occupational health professionals, have a written BBP exposure control plan for communicating hazards to personnel, proper precautions for handling BBPs, hepatitis vaccinations, post-exposure evaluation, follow-up, other potentially infectious materials and record keeping and evaluations BBP exposure incidents? Reference: NAVMC DIR 5100.8, Chap 20, par 20002.1. and 20008. |
| Result | Comments  |
| 0425 | Radiation: Did the Commander designated in writing a trained Installation RSM responsible for coordinating the Radiation Safety Program for sources of ionizing radiation under the control of that installation, as well as maintenance of an inventory of all radioactive assets physically located on the installation? Did the IRSM(s) attend RSM-Radiological Controls (RADCON) training within 6 months of appointment?Reference: MCO 5100.29C, Vol. 7, Chap 2, par 020311.  |
| Result | Comments  |
| 0426 | Radiation: Did the RSO/RSM provide an annual commander’s brief to the commanding general, commander, or commanding officer on the status of the radiation safety program for which they are responsible to include inspections/assessments and any Navy Radioactive Materials Permit (NRMP) actions or correspondence?Reference: MCO 5104.3C, Encl. (1), Chap 2, par 1.d.(7). |
| Result | Comments  |
| 0427 | Radiation: Did the IRSM provide periodic [annual] training to emergency response organizations on radiation source response procedures within the scope of the installation?Reference: MCO 5100.29C, Vol. 7, Chap 2, par 020311. E.  |
| Result | Comments  |
| 0428 | Radiation: Did the IRSM direct recovery actions in coordination with the NRMP RSO and/or CMC (SD) upon notification of a spill or breach of radioactive assets by a tenant command on the installation? Note: IRSM is not responsible for any reporting or disposition requirements.Reference: MCO 5100.29C, Vol. 7, Chap 2, par 020311. C. |
| Result | Comments  |
| 0429 | RF: Did the Installation Commander operating applicable RF emitters, maintain documentation defining locations categorized as “RF-controlled” and “RF-action levels” (public/uncontrolled) as well as records of surveys, reports, calculations, and control measures imposed for each fielded RF emitter? Reference: DoDI 6055.11, Encl. 3, 2.b and d. |
| Result | Comments  |
| 0430 | RF: Did the command have a current Naval Ordnance Safety and Security Activity (NOSSA) RADHAZ certification? Was the method of this certification approved by the NOSSA E3 Team? Was the RADHAZ survey and analysis re-certification completed within one of the following applicable periodicities: 1. Five-Year Periodicity Elements High density of Transmitter Systems, Frequent Upgrades, Dynamic and Large Scale Operations, New Construction, Major NAVNETSPAOPSCOM transmitter facilities, Site located in populated areas where public exposure to RF emissions may be an environmental concern 2. Seven-Year Periodicity Elements Moderate Density of Transmitter Systems and Some New Construction 3. Ten-Year Periodicity Elements Stable Low-density of Transmitter Systems and Consistent Operations? Reference: DoD 6055.11 Encl. 3, par 2. a. and b.; OPNAV M-5100.23 Chap. 22, Section 2209 c. (1-3) |
| Result | Comments  |
| 0431 | Explosives: Did the installation commander designate in writing an Explosives Safety Officer; establish an effective Explosive Safety Management Program (ESMP) with adequate staff and resources to oversee the explosives and range safety programs? Reference: MCO 5100.29C, Vol. 8, Chap 1, par 010312 and 010313 |
| Result | Comments  |