

**ACCOMPLISHMENT CONFIDENCE FACTOR (ACF)
 SPOT CHECKS SHEET**

Command/MRC Evaluated	Department	Division/Equipment	Work Center	Date Performed
General				
If attributes 1.a, 1.b, 2.d or 2.e are evaluated as unsatisfactory, all subsequent attributes shall be graded as "0" except 3.a which will be n/a and 3.b which will be assessed. No partial credit given, full points or zero points. If attributes 3.a is evaluated as unsatisfactory, all attributes shall be graded as "0" except 3.b which will be assessed as n/a or 0.				
Assessment Attribute		Value	Grade	Notes
1.	Contact the maintenance person assigned responsibility for the accomplishment of the MRC, have the individual deliver MRC (and EGL if applicable), and determine the following by questions and/or personal observation.			
a.	Is the maintenance person PQS qualified to perform the MR?	2		
b.	Presented the correct tools, Personal Protective Equipment (PPE) parts (NSN), material (Military Specification (MILSPEC)) and test equipment (Calibrated).	3		
c.	Properly identified the equipment (location, equipment validation).	4		
d.	Are there any unauthorized changes or corrections to the MRC?	3		
e.	Is this the correct MRC for the equipment maintained?	3		
2.	Demonstrated all steps of MR including all notes, warnings and cautions according to the MRC.			
a.	Followed all steps of the MRC.	3		
b.	Can the procedure be followed exactly as written?	2		
c.	Correctly demonstrated use and disposal of Hazardous Material.	3		
d.	Correctly performed equipment Tag out.	4		
e.	Followed all safety precautions on MRC.	4		
f.	Was the MRC within the capability of the assigned individual to perform as written?	2		
g.	If an EGL is used, was the MRC performed on all equipments?	5		

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3.	Does the equipment condition reflect accomplishment of the MRC?			
	a.	Is it apparent that maintenance was performed recently?	4	
	b.	Were material deficiencies detected by the PMS action and recorded in MDS?	2	
4.	PMS Reporting			
	a.	Maintenance person reports status of MR to the WCS if Completed or Not Fully Accomplished and makes appropriate updates.	2	
	b.	Work Center generates TFBR for any problem with MRC.	2	
Totals (Attributes evaluated as N/A are not calculated.)			Total Points Available	Total Points Awarded
Spot Check (ACF) (Points Awarded 00/Points Available)				
<input type="checkbox"/> <u>SAT</u>			<input type="checkbox"/> <u>UNSAT</u>	

Sat = 85 percent or better

ACF GRADING ATTRIBUTES

1. In order to receive full credit all questions assigned to each attribute have to be successfully met. If attributes 1.a, 1.b, 2.d, and 2.e are evaluated as unsatisfactory, all subsequent entries after these attributes will be scored as a zero, attribute 3.a will be marked as N/A. **If attribute 3.a is evaluated as unsatisfactory, all attributes shall be graded as "0" except 3.b which will be marked N/A.** For Example, if attribute 2.e, "followed all safety precautions" is answered "no" zero points would be assigned in 2.f, 2.g, 4.a and 4.b. During Maintenance Validation Spot Checks all steps will demonstrated regardless of the score. The spot check sheet will be graded using the following criteria:

a. Attribute 1.a: Is the maintenance person qualified to perform the MR?

(1) PQS Entry in service record or Relational Administration Data Management (RADM).

(2) Does maintenance person, if applicable, hold the correct NEC/qualifications to perform maintenance?

(3) Yes answers for both (a.1 and a.2) meet attribute 1.a requirement. Point score of two will be given.

b. Attribute 1.b: Presented the correct tools, PPE parts (NSN), material (MILSPEC) and test equipment (calibrated).

(1) If tools, parts or material are not required on the MRC, then this step will be annotated as N/A.

(2) Was test equipment/special tools properly calibrated and associated PMS checks performed? Verification can be performed at the equipment, through test equipment/special equipment check out records or work center accountability logs.

(3) Was the correct PPE presented and associated PMS checks performed? Verification of PPE can be verified through the SPMIG. However, in cases where the PPE can be shown/proven to meet or exceed the requirement in the MRC, exceptions can be made on a case-by-case basis.

(4) Were the correct parts ordered and received or on hand during the spot check. If parts required for maintenance cannot be shown for spot check, R-Supply record will suffice.

(5) If common hand tools (non-special) were required for PMS check, are they available?

(6) Was the correct MRC presented?

(7) Yes answers for (b.2, b.3, b.4, b.5 and b6) meet attribute 1.b requirement. Point score of three will be given.

c. Attribute 1.c: Properly identified the equipment (location, equipment validation).

(1) Can the maintenance person take the assessor to the correct piece of equipment identified on the PMS card and or to all items on the EGL/LGL?

(2) Yes answer for c.1 meets attribute 1.c requirement. Point score of four will be given.

d. Attribute 1.d: Are there any unauthorized changes or corrections to the MRC?

(1) Are there any line outs on the MRC initialed by the divisional LCPO and have a valid reason listed below?

(a) Fully approved FBR.

(b) Scheduling aid/note allowing the line out.

(c) The phrase "if applicable" is contained in the MRC card steps.

(2) Yes answers for d.1 meet attribute 1.d requirement. Point score of three will be given.

e. Attribute 1.e: Is the correct MRC for the equipment maintained?

(1) Can the maintenance person validate the MRC to the MIP, the MIP to the LOEP and the LOEP to the change page or vice-versa?

(2) Does the MRC match the equipment and the equipment configuration on which the PMS was accomplished?

(3) If the MRC does not match the equipment configuration, was a PMS feedback submitted?

(4) Are all data blocks on the MRC correctly filled out?

(5) Yes answer on e.1, e.2, e.3 and e.4 meet 1.e requirement. Point score of three points will be given.

f. Attribute 2.a: Followed all steps of the MRC?

(1) Can the maintenance person successfully demonstrate all applicable steps of the MRC in order, at the equipment where the maintenance was accomplished? Note: During an ATG assessment, an ATG Assessor may direct limited demonstration of steps, but will always verify maintenance was fully completed.

(2) Yes answer for f.1 meet attribute 2.a requirement. Point score of three will be given.

g. Attribute 2.b: Can the procedure be followed exactly as written?

(1) Can all steps of the MRC be completed as written?

(2) If the steps cannot be followed as written, did the maintenance person submit a FBR at the time the maintenance action?

(3) Yes answer for g.1 and g.2 meet attribute 2.b requirement. Point score of two will be given.

h. Attribute 2.c: Correctly demonstrated use and disposal of HAZMAT?

(1) If no HAZMAT is required by the MRC, this step will be annotated as N/A.

(2) Did the maintenance person check out the required hazmat within 24 hours from HAZMAT Center or seven days from the work center HAZMAT locker, if authorized. Note: HAZMAT issuance can be verified by using the check in and checkout records. During ATG Assessments a 13 week HAZMAT check-

in/check-out sheets copies can be kept in the work center space manual.

This will streamline assessment process and will verify hazmat was turned back into HAZMAT after maintenance was accomplished.

(3) Is there evidence of HAZMAT use and proper disposal?

(4) Yes answers for (h.2 and h.3) meet attribute 2.c requirement. Point score of three will be given.

i. Attribute 2.d: Correctly performed equipment tag out?

(1) If no tag out is required by the MRC, this step will be annotated as N/A.

(2) Can you determine using TORS including the LIRS numbers, if the equipment was properly isolated in order to complete the MRC?

(3) Was the MRC documented on the TORS and or LIRS? Are the TORS/LIR numbers on the accountability log?

(4) Are all corresponding TORS/LIRS, for a MR spot checked requiring a tag out provided? Assessors will not search the ESOMS/SOMS database. If TORS/LIRS are not provided attribute 2.d and subsequent blocks will be graded as zero.

Note: During spot check, if necessary to validate if maintenance was complete, equipment must be tagged out again by Ships Force (S/F). During ATG assessment, this discretion of tagging out or not tagging out the equipment lies with the ATG assessor.

(5) Yes answers for (i.2, i.3 and i.4) meet attribute 2.d requirement. Point score of four will be given.

j. Attribute 2.e: Followed all safety precautions?

(1) Is the maintenance person aware of the required safety precautions applicable to the MRC and where to find this information?

(2) Did the maintenance person know the references and follow all the safety precautions performing this MRC and Material Safety Data Sheet (MSDS) as required?

(3) Yes answers for (j.1 and j.2) meet attribute 2.e requirement. Point score of four will be given

k. Attribute 2.f: Was the MRC within the capability of the assigned individual to perform as written?

(1) If the MRC called for a NEC, did the maintenance person have the NEC?

(2) Does the maintenance person have the requisite knowledge and skills to perform the MR, i.e. knew where the gear is located and familiar with the maintenance along with the equipment?

(3) Yes answers for (k.1 and k.2) meet attribute 2.f requirement. Point score of two will be given.

l. Attribute 2.g: If an EGL is used, was the MRC performed on all equipment?

(1) If no EGL/LGL is required by the MRC, this step will be annotated as N/A.

(2) Does the EGL/LGL list the equipment that is required by the MRC?

(3) Is the equipment serialized or uniquely identified on the EGL/LGL?

(4) Yes answers for (l.2 and l.3) meet attribute 2.g requirement. Point score of five will be given.

m. Attribute 3.a: Is it apparent that maintenance was performed recently? This attribute will be marked N/A during Maintenance validation spot checks.

(1) Is it evident that the maintenance was performed per the MRC when the maintenance was recorded as accomplished?

(2) Was the MR completed on the equipment(s) identified by the MRC, EGL or LGL.

(3) Yes answer for (m.1 and m.2) meet attribute 3.a requirement. Point score of four will be given. **If attributes 3.a is evaluated as unsatisfactory, all attributes (except 3.B)**

shall be graded as "0". If attributes 1.a, 1.b, 2.d or 2.e are evaluated as unsatisfactory mark this attribute as N/A.

n. Attribute 3.b: Were material deficiencies detected by the PMS action and recorded in MDS?

(1) If no material deficiencies were discovered performing the MR, including observation of the immediate area going to or around the location where the MR was performed or a result of UNSAT evaluation on attributes 1.a, 1.b, 2.d, and 2.e on the spot check form this step will be annotated as N/A.

(2) Were any material deficiencies discovered during performance of MR including observation of the immediate area going to or around the location where the MR was performed and not recorded in MDS?

(3) Were there material discrepancies not discovered by the maintenance person who performed the MR including observation of the immediate area going to or around the location where the MR was performed?

(4) No answers for (n.2 and n.3) meet attribute 3.b requirement. Point score of two will be given.

o. Attribute 4.a: Maintenance person reports status of MR to the WCS if completed or not fully accomplished and makes appropriate updates.

(1) Is status of MR correctly documented in the accountability log?

(2) Was action taken to correct discrepancies discovered during maintenance? Was a work candidate written detailing the problems with the gear or material problems associated with the equipment, was a TFBR submitted?

(3) Yes answer for o.1 and o.2 meet attribute 4.a requirement. Point score of two will be given.

p. Attribute 4.b: Work center generates TFBR for any problem with MRC.

(1) If no problems were discovered performing this MRC, this step will be annotated as N/A.

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(2) Was a TFBR submitted describing the problems of this MRC?

(3) Yes answer for (p.2) meets attribute 4.b requirement. Point score of two will be given.

q. If attributes 1.a, 1.b, 2.d, and 2.e are evaluated as UNSAT, all subsequent entries after these attributes will be scored as a zero except 3.a which will be marked as N/A. For Example, if attribute 2.e, "followed all safety precautions" is answered no zero point would be assigned in 2.f, 2.g, 4.a and 4.b. **If attribute 3.a is evaluated as unsatisfactory, all attributes shall be graded as "0" except 3.b which will be assessed as a 0 or n/a.**