

NAVSEA  
STANDARD ITEM

FY-11

ITEM NO: 009-01  
DATE: **24 JUL 2009**  
CATEGORY: I

1. SCOPE:

1.1 Title: General Criteria; accomplish

2. REFERENCES:

2.1 40 CFR Part 61, National Emission Standards for Hazardous Air Pollutants

2.2 S0420-AA-RAD-010, Radiological Affairs Support Program Manual

3. REQUIREMENTS:

3.1 Report delays to the SUPERVISOR.

3.1.1 In the event difficulty is encountered in meeting requirements or difficulty is anticipated in complying with the contract schedule dates, notify the SUPERVISOR immediately by verbal means, followed on the next work day by an original and 2 copies of a letter stating pertinent details. Receipt of this notification by the SUPERVISOR is not to be construed as a waiver of the requirements, delivery schedule by the Government, or waiver of rights or remedies provided by law or under this Job Order or any other requirements in the Job Order relating to jeopardy of contract schedule dates.

3.2 Reports:

3.2.1 When a Work Item does not require a report, and one is determined to be necessary in order to produce a reliable or complete repair, submit one legible copy, in electronic media, of a report with supporting data as early as possible in the contract period. The goal is to have required work completed within the original contract period.

3.2.2 For required reports that could result in a change in work to be accomplished or additional material to be procured, complete the preliminary work and submit one legible copy, in electronic media, of the required report in a time frame to allow the SUPERVISOR to initiate early action, but no later than the first 20 percent of the availability.

3.2.3 Dry dock related inspection reports shall be submitted no later than the first 20 percent of the scheduled docking period. Dry dock related reports which contain readings (final, thickness, etc.), clearances, alignments, test results, or other such data for work that has to be completed prior to pre-flood/undocking, shall be submitted to the SUPERVISOR within 24 hours after recording the data but no later than 72 hours prior to pre-flood/undocking, whichever occurs first.

3.2.4 Reports shall contain the following information:

3.2.4.1 Name and hull number of ship or craft, the Job Order, Work Item, and paragraph numbers.

3.2.4.2 A description of the conditions found with supporting data. Include annotated sketches, graphs, and photographs when necessary to make a report clearly understandable to the SUPERVISOR. Identify actual readings/dimensions taken.

3.2.4.3 Recommendations and/or a list of material required.

3.2.4.4 Data required by, signature and title of the contractor's representative, and submission date.

3.2.5 Prepare and submit one legible copy, in electronic media, of a listing of all reports required by the CNO/CMAV Job Order to the SUPERVISOR no later than 15 days prior to the start of the CNO/CMAV availability. The listing shall be sequential by Work Item number, and include each applicable paragraph number, report due date, completion date, and submission date.

3.2.5.1 The report shall be revised and provided weekly throughout the availability to include additions, deletions, modifications, progress, and completions.

3.2.6 Where one legible copy of a report in hard copy or electronic media is required, or where sketches, graphs, or photographs are required, the electronic methods and file format shall be as agreed to by the SUPERVISOR.

3.3 Accomplish tests and checkouts.

3.3.1 Complete work that requires tests in time to allow correction of deficiencies prior to dock trials, sea trials, or other applicable milestones established in the Job Order.

3.3.2 Do not operate existing, newly installed, or repaired shipboard equipment. Ship's Force will accomplish such operation when required for test and checkout purposes. Such requirements will be coordinated by the SUPERVISOR.

3.4 Provide labor, material, equipment, and services (such as air, power, water, etc.) which are required to complete the Work Item, including

that which is indicated on drawings or test specifications as being provided by sources other than the contractor, unless specifically listed as Government Furnished Material (GFM) in paragraph 5 of the Work Items.

3.4.1 Manufacture parts that are not available from the vendor/manufacturer, utilizing NAVSEA approved drawings, technical manuals, templates, or sketches.

3.4.2 Submit one legible copy, in electronic media, of a status report, listing Contractor Furnished Material (CFM) required to accomplish the work in Work Items that is not already on hand, to the SUPERVISOR not later than 30 calendar days after the Job Order award, or 2 calendar days after availability start date, whichever occurs first. Update the report and submit revisions to the SUPERVISOR every 2 weeks up to availability start date, within 10 days after availability start date, then monthly thereafter to End of Availability (EOA). The reports are to contain the following:

- 3.4.2.1 Contract Work Item number
- 3.4.2.2 Contractor's purchase order number
- 3.4.2.3 Description of material
- 3.4.2.4 Quantity ordered
- 3.4.2.5 Date scheduled to be ordered
- 3.4.2.6 Date ordered
- 3.4.2.7 Date required to meet production schedule
- 3.4.2.8 Proposed receipt date
- 3.4.2.9 A summary listing any problem areas
- 3.4.2.10 Date submitted to the SUPERVISOR
- 3.4.2.11 Alteration number
- 3.4.2.12 Drawing and piece number
- 3.4.2.13 Manufacturer
- 3.4.2.14 Manufacturer's part number
- 3.4.2.15 Date received

### 3.4.3 Purchase Orders

3.4.3.1 Maintain a file of purchase orders for CFM for review by the SUPERVISOR upon request.

3.4.3.2 Submit one legible copy, in electronic media, of selected purchase orders to the SUPERVISOR upon request.

**3.5 Externally threaded fastener installation acceptance criteria unless otherwise specified or approved:**

**3.5.1 The minimum thread protrusion for male threaded fasteners shall be one full thread beyond the face of the nut. The maximum thread protrusion for male threaded fasteners is 5 full threads beyond the face of the nut.**

**3.5.1.1 For self-locking (plastic insert) nut installations, the minimum thread protrusion for bolt or stud end, may be flush with the face of the nut after the threaded fastener(s) have been installed and tightened. The maximum thread protrusion for self-locking nuts shall be 5 threads after the threaded fastener(s) have been installed and tightened.**

3.6 When a Work Item references Class and Hull specific configuration and Ship Alteration information, planning activity shall validate that reference information (Ship Alteration drawings, LARS, "as built drawings", Test Procedures, etc.) used is correct via the assigned Class Planning Yard.

3.7 Procure Military Specifications and Standards and Commercial Specifications and Standards.

3.7.1 Procure unclassified NAVSEA Standard Plans, Military Specifications and Standards, and Commercial Specifications and Standards referenced in the Work Items.

3.7.2 Classified Military Specifications are available at the office of the SUPERVISOR.

3.7.3 Work Items will normally reference the basic Government Specifications, Standards, or NAVSEA Standard Plans, without suffix letters | or numbers which identify revisions or amendments. Unless otherwise specified, the effective issue of these basic referenced documents, including revisions or amendments, shall be the most recent issue at the date of solicitation for a Job Order. Wherever specific dates for specifications, standards, and publications or amendments, revisions, or alterations thereto are specified in the Work Items, issues of those dates specifically shall apply in lieu of any other issue. Where industry standards such as ASTM and ANSI are referenced, the issue or revision in effect on the date specified for Government publication applies.

3.8 Work Items will normally reference technical manuals without suffix letters or numbers which identify revisions, change notices, or amendments. Unless otherwise specified, the effective issue of technical manuals, including revisions, change notices, or amendments, shall be the most recent issue at the date of solicitation for the Job Order.

3.9 Submit requests for deviations to the SUPERVISOR.

3.9.1 A deviation is defined as any action which is not in conformance with the Work Item requirements, including references thereto, no matter how minor.

3.9.2 Deviations from Work Items and references thereto will not be considered by the SUPERVISOR without a written request from the contractor.

3.9.3 Submit one legible copy, in electronic media, of requests for deviations to the SUPERVISOR within 24 hours of identifying the deviation.

3.9.4 The Government does not have an obligation to approve any deviation; it may elect to do so if benefit to the Government can be shown. Accomplish deviation only when authorized in writing by the SUPERVISOR.

3.10 Accomplish the requirements of the contract.

3.11 Comply with security requirements.

3.11.1 In the event that the work required by the Job Order requires access to spaces or equipment that are classified, or use of technical manuals, references, or drawings that are classified, the specific security clearance requirements will be identified in the individual Work Item in addition to the requirements provided in the Invitation for Bid/Request for Proposal (IFB/RFP) by the Contract Security Classification Specification (DD Form 254).

3.11.2 Verify that personnel, including subcontractor's personnel, are cleared for the required level of security classification for handling, repair, installation, and testing of classified equipment and for access to areas of the ship which require a specific security clearance.

3.11.2.1 After selection of a subcontractor, prepare in triplicate a DD Form 254 for the subcontract and request the official designated in Paragraph 14.b of the DD Form 254 for the prime contract to approve and sign the DD Form 254 for the subcontract and to make the required distribution. In preparing the DD Form 254 for subcontracts, extract pertinent data from the DD Form 254 pertaining to the prime contract.

3.11.2.2 Prior to starting work on a Work Item that requires a security clearance, submit a list in triplicate of the names, badge numbers or other identification numbers, and security clearances of contractor and subcontractor personnel who will require access to classified information or areas in order to accomplish the work.

3.11.3 Verify that classified equipment removed from ship and classified documents, such as drawings, technical manuals, and test specifications, are marked or tagged and safeguarded at all times in

accordance with the National Industrial Security Program Operating Manual (DOD 5220.22-M).

3.12 Comply with applicable federal, state, and local laws, codes, ordinances, and regulations in their entirety. Any reference to a specific portion of a federal, state, or local law, code, ordinance, or regulation in this or any other item shall not be construed to mean that relief is provided from any other sections of the law, code, ordinance, or regulation.

3.12.1 Provide appropriate notification to regional United States Environmental Protection Agency (EPA) in accordance with the requirements of 2.1. Also, comply with notification requirements of state and local air pollution control laws.

3.12.2 Submit one legible copy, in electronic media, of notification required in 3.12.1 that has been provided to any regulatory authority for work on board the vessel to the SUPERVISOR within 2 working days of providing such notice to the regulatory authority.

3.13 Submit one legible copy, in electronic media, of the Material Safety Data Sheet for each hazardous material that will be utilized aboard the ship and/or in a naval facility during the performance of this Job Order to the SUPERVISOR, 72 hours prior to the start of work.

3.13.1 Each MSDS requires a one-time submittal/acceptance unless the MSDS changes or this NAVSEA Standard Item and/or references change.

3.14 Comply with the requirements of 2.2 when using Nuclear Regulatory Commission (NRC) licensed radioactive material or machine sources of ionizing radiation on Government property.

3.14.1 Do not commence operating prototype or developmental systems using radioactive material or machine sources of ionizing radiation on Government property until authorized by NAVSEADET RASO, via the SUPERVISOR. NAVSEADET RASO's address/telephone number is:

Naval Sea Systems Command Detachment  
Radiological Affairs Support Office  
NWS P.O. Drawer 260  
Yorktown, VA 23691-0260  
(757) 887-4692

3.14.2 Contract personnel shall not be used as operators under a Navy Radioactive Material Permit (NRMP) issued to a naval facility. Navy personnel shall not be used as operators under a Nuclear regulatory Commission (NRC) or Agreement State License issued to a contractor.

3.14.3 For use of licensed radioactive material, submit one legible copy, in electronic media, of the applicable NRC or Agreement State license including procedures regarding system process and operation, to NAVSEADET RASO via the SUPERVISOR. In addition, Agreement State licensees shall

provide evidence of NRC Form 241 (Report of Proposed Activities in a Non-Agreement State) with the copy of the license.

3.14.4 NAVSEADET RASO shall apprise the contractor, via the SUPERVISOR, of any radiation safety shortcomings to be rectified prior to commencing operations.

3.15 Correct errors in record keeping by drawing a single line through the error, recording the correct entry, initialing, dating, and printing the name of the person making the correction.

3.16 Record and Certification Signature Block or signature shall be legible and in ink. Erasures, write-overs, white-outs, ditto marks, continuation arrows, signature stamps, etc., are not acceptable.

3.16.1 Copying records to "make them neat" is not allowed.

3.17 Report verbally each accident/fire occurring on the vessel, ***dry dock, or pier/berth*** involving contractor/subcontractor personnel to the SUPERVISOR as soon as management becomes aware of such an event.

***3.17.1 Secure the accident/fire site and preserve the scene until released by the SUPERVISOR.***

3.17.2 Submit one legible copy, in electronic media, of a formal written report, Attachment A, of the event to the SUPERVISOR within 24 hours of each accident requiring medical treatment, and each fire. Provide daily updates within 24 hours upon request by the SUPERVISOR, until the final report is submitted. The written report shall contain the name of each injured person, date and time of incident/fire, extent of each personal injury or property damage, contractor/subcontractor name, Job Order/Work Item Number, type of incident/fire, location of event (ship name and hull number, space, compartment), a brief description of the event including occurrences leading up to the incident/fire, equipment involved, Contract Number, witness and/or individuals involved, short term and long term corrective action, and root cause analysis.

#### 4. NOTES:

4.1 Labor or material progress payments on deficient Work Items will be withheld until each deficiency has been corrected.

4.2 For the purposes of this Job Order, the term "day" means 24 hours prior to or after the scheduled event.

4.3 Known sources for unclassified military specifications and standards are:

<http://stinet.dtic.mil>  
<http://assist.daps.dla.mil/quicksearch>

4.4 The term SUPERVISOR is defined as the local Government activity responsible for the execution and contract administration of Navy maintenance and modernization work.

4.5 The term "Job Order" used herein and throughout the Standard Items is synonymous with the term "Contract."

**4.6 One complete thread or one thread length is defined as one complete rotation (360 degrees on a single thread), starting at a point along the thread.**

**4.7 Deviation from the maximum 5-thread protrusion in way of stud installations in blind holes will require the contractor to verify that the stud was installed to the proper thread depth prior to submitting a request for deviation.**



**ATTACHMENT A**  
**FOR OFFICIAL USE ONLY**

INCIDENT REPORT
Report #

<u>TYPE OF INCIDENT:</u>	
<u>NAME(S) OF INJURED</u> (if applicable):	
<u>INCIDENT</u> <u>DATE:</u> <u>TIME:</u>	<u>COMPANY:</u>  <u>SUPERVISOR:</u>
<u>LOCATION OF INCIDENT:</u>	<u>TYPE OF INJURY OR FIRE:</u>
<u>CAUSE OF INCIDENT:</u>	<u>EQUIPMENT INVOLVED:</u>
<u>WORK ITEM NUMBER:</u>	<u>CONTRACT NUMBER:</u>

**WITNESS AND/OR INDIVIDUALS INVOLVED**

NAME(S)	DEPT.	COMPANY

**DESCRIPTION OF INCIDENT**

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**DISPOSITION OF INJURED (if applicable)**

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**IMMEDIATE CORRECTIVE ACTION**

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<u>INVESTIGATED BY (NAME):</u>	<u>TITLE:</u>
<u>SIGNATURE OF INVESTIGATOR:</u>	<u>DATE:</u>

**ATTACHMENT A**  
**FOR OFFICIAL USE ONLY**

INCIDENT REPORT
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Report #
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LONG TERM CORRECTIVE ACTION

ROOT CAUSE ANALYSIS

INVESTIGATED BY (NAME):	TITLE:
SIGNATURE OF INVESTIGATOR:	DATE:

**ATTACHMENT A**  
**FOR OFFICIAL USE ONLY**

Incident Report Instructions

REPORT NUMBER- Unique tracking number created by contractor

TYPE OF INCIDENT- Injury, fire or near miss

NAME(S) OF INJURED- Self Explanatory

INCIDENT DATE: - Self Explanatory

TIME: - Self Explanatory

COMPANY: - Prime and subcontractors involved

SUPERVISOR – Supervisor of employee(s) involved

LOCATION OF INCIDENT: - Base/Yard, Ship name and hull number, space number and compartment name

TYPE OF INJURY OR FIRE – i.e. broken arm, laceration to head or Class A, B, C fires, smoldering

CAUSE OF INJURY – i.e. Equipment failure, PPE, process

EQUIPMENT INVOLVED – Equipment working on and equipment being used to cause incident

WORK ITEM NUMBER – Work Item being accomplished when incident occurred

CONTRACT NUMBER: - Contract Number assigned by government agency i.e. RMC, AIT Sponsor.

WITNESS AND/OR INDIVIDUALS INVOLVED – Name, company of witnesses and or individuals involved with the incident.

DESCRIPTON OF INCIDENT OR NEAR MISS – Short description of events leading up to incident and extent of injuries and or damage to equipment.

DISPOSITION OF INJURED – i.e. Transported to hospital via ambulance or POV, transported to clinic, released from hospital, name of hospital or clinic, limited duty or loss time (if known).

IMMEDIATE CORRECTIVE ACTION – i.e. Scene/space secured, ship notified (who and when), SERMC notified (who and when) clean up of blood, equipment secured fire debris cleaned up.

INVESTIGATED BY – Self Explanatory.

TITLE – Self Explanatory.

SIGNATURE OF INVESTIGATOR – Self Explanatory.

DATE – Self Explanatory.

LONG TERM CORRECTIVE ACTION – What action(s) were taken so that incident does not reoccur, i.e. training, safety stand down or process/policy change.

ROOT CAUSE ANALYSIS – Process by which you will identify the cause or contributing factors of the incident.

Note: Attach additional information as necessary.