

NAVSEA  
STANDARD ITEM

FY-11

ITEM NO: 009-106  
DATE: 24 JUL 2009  
CATEGORY: I

1. SCOPE:

1.1 Title: Work Authorization Form Coordinator (WAFCOR); provide

2. REFERENCES:

2.1 Joint Fleet Maintenance Manual (JFMM)

2.2 S0400-AD-URM-010/TUM, Tag-Out Users Manual

3. REQUIREMENTS:

3.1 Provide a representative whose function is to coordinate the Work Authorization and Control Process, known as the Work Authorization Form (WAF) Coordinator (WAFCOR), from 30 days prior to the actual scheduled start date of shipboard work to the completion of shipboard work.

3.2 The WAFCOR shall be responsible for the work authorization control process for all Repair Activity (RA) work being performed during the contract performance period. The WAFCOR shall receive, process, compare, and coordinate all WAFs and Technical Work Documents (TWDs) submitted by RAs in accordance with the requirements of Volume IV, Chapter 10, of 2.1. The WAFCOR shall meet daily with the designated representatives from each RA, the Commanding Officer's designated representative, and the SUPERVISOR to eliminate any tag-out conflicts, and to advise the SUPERVISOR of any work authorization problems that could impact the RA's or the ship's work operations and testing.

3.2.1 The WAFCOR shall ensure that each RA submits a properly filled out WAF. The WAF/TWD shall show or explain the job description for each work authorization. The WAFCOR shall assign a tracking number and submit the WAF to the Commanding Officer's designated representative. The Commanding Officer's designated representative will determine if adequate isolation and plant/system conditions exist to safely and properly conduct the work, authorize and hang tag-outs, and sign the WAF. Each individual RA must submit work authorizations even if multiple RAs are working on the same components.

3.2.2 The WAFCOR shall legibly sign and release the WAF for start of work upon receipt of legible signature from the cognizant RA's designated representative.

3.2.2.1 Post a copy of the released WAF at the worksite prior to and during productive work. Maintain the WAF in the work authorization log until notified by the cognizant RA's designated representative that the work is complete and ready for tags to be cleared. The RA's designated representative will **sign the WAF completion block,** **then** obtain ship's concurrence to clear the tag and sign the **Tagout Record sheet(s)** completion block. Additional sign-offs required by the WAF for testing and closure shall be made as the work progresses.

3.2.3 The WAFCOR shall ensure that the cognizant RAs submit a copy of revisions or changes to the WAF or TWD at the time of revision or change. The WAFCOR will submit all changes to the Commanding Officer's designated representative for processing. Accomplish all applicable verifications required by the original WAF including any tag-out actions. Signatures by all applicable parties shall be reentered on the original WAF or attached sheet. The system tag-outs shall be verified by the Commanding Officer's designated representative and the cognizant RA prior to the accomplishment of the work.

#### 4. NOTES:

4.1 Repair Activity (RA) is any activity (public or private) other than Ship's Force involved in the construction, testing, repair, overhaul, refueling, or maintenance of the ship. Repair Activities include the prime contractor, all subcontractors, government provided contractors or agencies, Alteration Installation Teams, Fleet Maintenance Activities, Naval Shipyards, and others.

4.2 Training requirements are listed in NAVSEA Standard Item 009-24.