

**QUALITY ASSURANCE
AFLOAT SELF-ASSESSMENT CHECKSHEET
REV APR 2010**

- Ref: (A) CINCLANTFLT/CINCPACFLTINST 4790 Series JOINT FLEET MAINTENANCE MANUAL
(B) COMNAVSURFORINST 3540.3 (EDORM)
(C) NAVSEA Tech Pub S9074-AQ-GIB-010/248, Welder Qual (MIL STD 248)
(D) NAVSEA Tech Pub, S9074-AR-GIB-010/278 (MIL STD 278)
(E) NSTM 074 Volume 1 (Welding and Allied processes)
(F) NSTM 074 Volume 2 (Non Destructive Testing Qualification)
(G) NSTM 504 REV 2 (Pressure, Temperature and Other Mechanical and Electromechanical Measuring Instruments)
(H) NSTM 505 (Piping Systems)
(I) NAVSEA 0948-LP-045-7010 Volume 1 (Material Control Standards)
(J) NAVSEA 0948-LP-103-6010 (Level 1 Stock Program Catalog)
(K) NAVEDTRA 43523 (series) (Quality Assurance PQS)
(L) S6430-AE-TED-010 (Technical Directives for Piping Devices and Flexible Hose Assemblies)
(M) NSTM Chapter 075 (Threaded Fasteners)

A. OVERALL PROGRAM EVALUATION:

EFFECTIVE _____ PARTIALLY EFFECTIVE _____ NOT EFFECTIVE _____

GUIDELINES FOR PROGRAM EVALUATION:

1. EFFECTIVE: Program is working correctly with few minor deficiencies and is administered by personnel completely familiar with their responsibilities.
2. PARTIALLY EFFECTIVE: Few significant deficiencies, but is meeting the basic goals of the program.
3. NOT EFFECTIVE: Program has not been properly implemented: a program that has the appropriate directives published with shipboard infrastructure in place, but not correctly executed or a program with numerous significant deficiencies with regards to execution.

NOTE: The Senior Assessor can determine a program PARTIALLY or NOT EFFECTIVE based on a single major deficiency or finding a significant deckplate hazard to personnel or equipment.

COMMENTS / CORRECTIVE ACTIONS RECOMMENDED / TRAINING OBJECTIVES:

ATG TRAINER

Other significant discrepancies/factors which in the opinion of the Senior Assessor would warrant a determination of effective, partially effective or not effective:

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- B. Representative deficiencies that may lead to a NOT EFFECTIVE finding:
1. Administration of Quality Assurance (QA) program not established.
 2. Personnel assigned to Quality Assurance Officer Controlled Material Petty Officer (CMPO) and QAI, QAS, CI-CC, have not completed PQS for Quality Assurance (NAVEDTRA 43523).
 3. Material control procedures for receipt, inspection, transfer, stowage and rejection of non-nuclear level 1 material not in effect per.
 4. Quality Assurance Officer (QAO) not assigned in writing by Commanding Officer. (JFMM Vol V)
 5. Ship is not conducting internal surveillance. (JFMM Vol. V, Chapter 9)
 6. Shipboard QA qualification training not conducted. (JFMM Vol. V, Chap 3)
 7. Review of the Tag Out log does not indicate that systems were properly isolated. (JFMM Vol. V, Chapter 2)
 8. Controlled Work Packages do not contain the following:
 - a) Step by step procedure to cover entire scope of the job. Approved FWP
 - b) Required QA forms
 - c) Signature blocks properly filled out. Signature printed name and date.
 - d) CWP serial number on each QA form of the CWP.
 9. CWP indicates an absence of repair standards knowledge.
 10. Repairs conducted which warrant a CWP but for which no CWP was generated.
 11. Deckplate personnel not familiar with QA requirements and criteria. (JFMM Vol. V, Chapter 1)
 12. Locally generated FWP's do not contain initial conditions, step-by-step procedure, tests required, and system restoration. (JFMM VOL. V, Chapter 2)

NOTE: If PQS not completed or in progress, check to see if ship has tailored 43523 (series) and has CO's tailoring memo authorizing use IAW tailoring note in PQS book. Make appropriate comments and recommendations in remarks section.

C. PROGRAM EFFECTIVENESS:

1. Evaluate the effectiveness of this program In accordance with reference (A) through (N). This checklist is general guidance only. The following are key elements:
 - a) CWP's are generated for controlled work as defined in (JFMM Vol. V, Chapter 2)
 - b) DFS's submitted when required and tracked to completion.
 - c) PQS completion for and CMPO, QAS, QAI, CI/CC, Craftsman.
 - d) Training conducted for shipboard personnel in current QA procedures.
 - e) Work completed by outside activities is in strict adherence to QA standards.
 - f) All test and inspections are documented, reviewed and filed.
 - g) Review of 30 day completed tag out file indicates that a completed CWP is on file for all repairs for which a CWP was required.
 - h) Required publications and records are readily available to personnel administering the program:
 - 1) References (A) through (N)
 - 2) Tech library guidance

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D. ADMINISTRATION:

	Ref	Article	GOAL	YES/NO
1.	A	CH V 1.5.1.a 3.4.1.c	Is the QAO designated in writing by the Commanding Officer?	
2.	A	CH V 3.4.1.D	Has the QAO attended a formal QAO training course?	
3.	A	CH V 1.5.2.d 3.4.1	Is there an assistant QAO? Are they an E-6 or above?	

E. CWP:

	Ref	Article	GOAL	YES/NO
1.	A	CH V 2.2.4	Are Controlled Work Packages developed for repairs/maintenance for systems IAW ref A, 2.2.4?	
2.	A	CH V 1.5.12.h 10.5.1 10.7.3	Does the QAO maintain completed CWPs, and Controlled Work Package serial Log (QA Form 11)? NOTE: The CWP log (QA Form 11) will be retained for the life of the ship, recopying of log is not authorized.	
3.	A	CH V 9.3.1.b.k	Are post closeout audit of all Controlled Work Packages (CWP) following a scheduled maintenance availability conducted?	
4.	A	CC CH V 10.7.4 10.7.5	Are saved CWP's complete?	

F. FWP:

	Ref	Article	GOAL	YES/NO
1.	A	CH V 2.2.3	Have FWP'S been routed for approval in accordance with APPENDIX B?	
2,	A	CH V 2.2.3	Do locally generated FWP's contain the minimum requirements?	
3.	A	CH V 2.3.7.10.c	Does the Department head review or approve FWP's?	
4.	A	CH V 2.3.3.1.j 9 (a)-(e)	Do FWP's contain Q-points?	
5.	A	CH V 2.3.7.10.e.(2)	Are FWP coversheets removed and annotated as master copies?	

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G. AUDITS/SURVEILLANCE:

	Ref	Article	GOAL	YES/NO
1.	A	CH V 9.3.1.a	Has the QAO implemented a QA Internal Surveillance Program?	
2.	A	CH V 9.3.1.b.(1)	Does the QAO assess this program annually?	
3.	A	CH V 9.3.1.b.(1)	Does the annual audits contain the elements of Ref A, 9.3.1.b.(1) a-k?	
4.	A	CH V 9.3.1.b.(2)	Does the QAO provide audit guides for all audits?	
5.	A	CH V 9.3.1.b.(3)	Does the QAO adjust audit frequency based on weak area found during scheduled audits?	
6.	A	CH V 9.3.1.c	Does the ship administer an aggressive QA surveillance program to ensure compliance with all QA requirements and to support work process improvements. Does it include surveillance of in-process work of all types and surveillance of shipboard calibration facilities?	
7.	A	CH V 9.3.1.d	Are discrepancies found during surveillances being reported to the Commanding Officer?	
8.	A	CH V 10.5.6	Does the QAO maintain records of all audits and surveillances for the past 24 months and do they reflect all the required information?	
9.	A	CH-V 9.3.3.a.(3).b	Does the ISICs conduct additional periodic audits and surveillances including performing at least one surveillance during each refit/upkeep/FMA availability and conducting monitoring during industrial availabilities?	

H. BRAZER/WELDER:

	Ref	Article	GOAL	YES/NO
1.	A	CH-V 4.2.6.1	Does the Division Officer maintain individual welder/brazer qualification files for current and preceding quarter?	
2.	A	CH V 4.2.1	Has each welder/brazer had an eye examination within the last 12 months?	
3.	A	CH-V 4.2.5	Has Division Officer validated all welding/brazing qualifications, re-qualifications and maintenance qualifications?	
4.	A	CH-V 4.2.5	Are all Brazer/Welder qualifications, re-qualifications, and vision tests recorded in the individual service record?	

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5.	A	CH-V 4.2.4.1	Does the Division Officer maintain a log of unique identification numbers assigned to each Brazer/Welder and do these files contain the following:	
a.			Date number assigned?	
b.			Brazer/Welders name and signature?	
c.			I.D. number?	
d.			Date initial training completed?	
e.	A		Brazer/Welder PRD?	
6.	A	CH-V 4.2.6.1	Does the cognizant Division Officer maintain auditable Brazer/Welder qualification files? Does it include:	
a.			Brazer/Welder identification number (name, rate, individual identification number)?	
b.			Test date/Use of process date?	
c.			Qualification test number, process, position, base material type, filler material type and size, or brazing alloy type and size?	
d.			Test results (i.e., Accept/Reject)? A statement as to the cause of rejection will be entered, if appropriate	
e.			Record of omission of space restriction when not used on pipe tests?	
f.			Workmanship and visual inspection requirements examination results per	
g.			Certifying signature (Division Officer or designated representative)?	
h.			Vision test form?	

I. TRAINING/QUALIFICATION:

	Ref	Article	GOAL	YES/NO
1.	A	CH-V 3.3.a	Is the ship maintaining a personnel qualifiers list?	
2.	A	CH-V 10.5.4	Is a master list on file of all personnel qualified QAI/QAS/CMPO/CI? (If assigned) Does it include all elements required?	
3.	A	CH-V 3.3.c 3.3.d	Are maintenance personnel 3M-301 and Craftsman 301 qualified?	
4.	A	CH-V 3.2 3.3	Does the ship have a formal training and qualification program for maintenance personnel?	
5.	A	CH-V 3.3.c	Are tests available and given for QAI/CMPO/CI/CC qualification?	
6.	A	CH-V 3.5.1	Have QA training topics been tailored and integrated into existing training program?	

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7.	A	CH-V 3.5.2	Has the QAO ensured annual Quality Assurance training for personnel that perform maintenance on shipboard systems/equipment/components is being conducted?	
8.	A	CH-V 3.3.3	Are qualification requirements for QA personnel entered into individual service records?	
9.	A	CH-V 1.5.3.j	Does the Dept Head spot check QA training at least quarterly?	

J. ORAL REVIEW/LEVEL OF KNOWLEDGE:

	Ref	Article	GOAL	YES/NO
1.	A	CH-V 6.3.1.3	Do the personnel qualified in the Quality Assurance Organization know what systems are Level 1 and what their associated parameters and boundaries are?	
a.	A	CH-V 2.2.4	Do they know what work requires a CWP?	
b.	A	CH-V 6.3.9.4	Do they know Level 1 material handling requirements?	
c.	A	CH-V 8.2	Do they know what would cause a Departure from Specifications to be initiated?	
2.			Practical Knowledge:	
a.	A	CH-V 2.2.1	Do the WCS's know what systems/repairs require a TWD (i.e., MP/FWP/CWP)?	
b.	A	CH-V 2.2.3	Do the WCS's know when a FWP is required?	
c.	A	CH-V 6.3.7.1.a	Do QAI's & CMPO's know what a Material Identification Code (MIC) number is and why it is there?	
d.	A	CH-V 7.1.1	Do the QAI's know to verify the calibration of tools used in the testing and inspection of completed work?	
3.	A		Required publications, records and references readily available to include:	
a.			References (A) through (M)?	
b.			Booklet of General Plans?	
c.			Applicable blueprints and drawings?	