

Technical Instruction 007
Reference Statement of Work: Paragraph 2.14

TECHNICAL INSTRUCTION FOR EXPLOSIVE SAFETY

1. Background: The Naval Surface Warfare Center, Carderock Division, West Bethesda Site (NSWCCD-WBS) is required to perform a number of explosive and ordnance related activities in support of the development, design, test, and evaluation of ships systems. The Department of Navy Explosive Safety Program, as described primarily by Naval Sea Systems command Ordnance Pamphlet No. 5 (OP-5) "Ammunition and Explosives Safety Ashore" governs these activities.

2. Introduction: In accordance with the statement of work of the task order, the contractor shall provide Explosive Safety programmatic support to the NSWCCD Explosive Safety Officer (ESO). As required by OP-5, the ESO function is a governmental position. The contractor will provide advice and counsel, expert opinion and previous experience to the designated ESO. Specific tasks include the following:

The contractor shall provide support to the ESO, in the following functions, and make recommendation to the ESO with technical advice as to Department of Navy (DON) document requirements and implementation options:

- a. Assure that personnel involved with explosives operations receive formal training.
- b. Inspect all explosives operating buildings and workplaces to ensure that they comply with explosives safety requirements. Document results of the inspection and maintain records of any actions taken to correct any identified deficiencies.
- c. Inspect all explosive storage areas and magazines at least quarterly to ensure that they comply with explosive safety standards. Maintain Occupational Safety and Health (OSH) Office records of inspections and any actions taken to correct any deficiencies.
- d. Ensure all standard operating procedures meet appropriate requirements of NOSSAINST 8023.11 (Series) per CARDEROCKDIVINST 8023.1 (Series).
- e. Review and oversee the NSWCCD-WBS Explosive Safety Qualification and Certification Program.
- f. Review all facility site approval documents that involve facilities encumbered by or generating Explosive Safety Quantity Distance (ESQD) arcs.
- g. Inspect in and around explosives operating and storage areas where maintenance and repairs that involve hot work shall be accomplished, and issue work permits to repair parties.
- h. Approve the electrical hazard classification for each operating building and maintain the list in the OSH Office.
- i. Monitor a program in accordance with OP-5 to ensure that ordnance display items are inert and do not contain hazardous materials.
- j. When necessary, conduct accident investigations in accordance with OPNAVINST 5102.1 (Series) and report findings to higher authority as required. Maintain a record of all accidents with recommendations for preventive measures.
- k. Maintain the Explosive Safety Manual and Explosive Safety instructions.
- l. Serve as the NSWCCD-WBS representative and point of contact for activity safety inspections, reviews and other safety related matters.
- m. Ensure the development and presentation of NSWCCD-WBS safety training classes that adequately address explosive safety practices and principles.

- n. Ensure an annual explosives safety self-audit is conducted in accordance with Appendix A to NOSSAINST 8020.14 (Series).
- o. Ensure that the facility grounding and lightning protection program is current and documented.
- p. Maintain a current library containing all germane ammunition and explosive safety regulations for handling, storing, production, renovation and shipping. This library will be located in the ESO office and be readily accessible to interested parties.
- q. Maintain a frequent dialog with the NAVSEA Support Center, Atlantic Explosive Safety Specialist to ensure that NSWCCD-WBS remains cognizant of all explosive safety requirements.

The contractor shall provide support to the ESO in implementing a complete, viable Explosive Safety Program at the West Bethesda Site that is in full compliance with Department of Defense (DOD) and DON requirements.) The contractor shall provide in conducting the required periodic Explosives Safety Boards, explosive safety inspections and deficiencies abatement. The contractor shall track Explosive Safety Self-Assessment (ESSA) findings from the previous year's ESSA and assist in conducting the annual ESSA.

The contractor shall provide support in preparing the draft/update of the annual Occupational Safety and Health program self assessment, conduct the OSH self-assessment and implementation of the OSH Program Manual.

The contractor shall be provided, as mutually agreed upon with the government technical point of contact:

- 1. Access to key individuals including, but not limited to:
 - a. The designated Bethesda Site ESO.
 - b. The technical lead person for explosive safety (the WBS explosive operations supervisor).
 - c. The Head of the Occupational Safety and Health Office (Code 35)
- 2. Copies of the Explosive Safety Inspection Results and ESSAs.
- 3. Access to the ESO files.
- 4. Copies of local policy documents such as Standard Operating Procedures (SOPs), instructions, task and position descriptions.

The contractor shall provide staff fully knowledgeable of the Department of Navy Safety Program, OP-5,

4. Data Deliverables (Reports) - In accordance with Attachment J-5 of the base contract, DD Form1423, Contract Data Requirements List, the following deliverables are required:

<u>Deliverable</u>	<u>Due</u>	<u>Frequency</u>	<u>Copies to</u>
Progress Report	15 days after end of reporting period	Monthly	Code 35 (2)
Cost Report	15 days after end of reporting period	Monthly	Code 35 (2)

6. Travel: It is anticipated that local travel will be required from the contractor's plant located in Burtonsville Office to NSWCCD Bethesda, MD and NOSSA Indian Head, MD.

7. Technical Point of Contact - The technical point of contact for this task order is Ed Bauman of NSWCCD Code 353.

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