

Shore Station RFO Engineering Administration Checklist

Unit _____ Date _____

- References**
- Boat Operations And Training Manual, COMDTINST M16114.32
 - Naval Engineering Manual, COMDTINST M9000.6 (series)
 - Civil Engineering Manual, COMDTINST M11000.11 (series)
 - Supply Policy and Procedures Manual, COMDTINST M4400.19A
 - Equipment Tag-Out Procedure, COMDINST 9077.10
 - 29 CFR 1910.147
 - Safety and Environmental Health Manual, COMDINST 5100.47
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Standards The following standards apply to the station's structure, machinery, equipment, and all installed systems and accessories:

- Smooth and correct operation.
 - Free of grease, oil, rust, and corrosion.
 - All fluid levels and pressure readings are within tolerance.
 - Protective coatings applied correctly and neatly.
 - Labels, test dates, and placards properly placed.
 - No non-standard or unapproved installations or equipment.
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Guidelines A thorough inspection requires a minimum of two personnel, each with extensive experience with shore stations and a strong working knowledge of all listed references. Each item on the checklist should be measured against the applicable inspection Standards and the governing references. Items or discrepancies not listed should be added to the appropriate section.

Inspected By: _____

- last Stan Inspection.)
- Part 3 – CASREPs and CASCORs (1 year in record, 2 more years separate)
- Part 4 – Engineering Changes Pending (with cover sheet)
- Part 5 – Engineering Change Completed (with cover sheet)
- Part 6 – Pending CSMPs (completed kept in separate file for 3 years)

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Remarks: _____

Operating Materials & Supplies

Unit maintains OM&S in a prescribed electronic stock record.

Unit maintains NRFI stock in electronic or manual log. Unit tracks repairable parts to ensure they are returned.

Unit has assigned price/value to line items.
 Records indicate there are _____ zero price items to be researched.

Semi annual inventories being conducted between 1Feb-31Mar and 1Aug-30Sep. Error percentages within acceptable range. Memo sent to CO/OinC with pass or fail, number of line items checked, exact discrepancies, and number of errors.

Total Line Items	Batch Size	Errors Allowed
<=150	20	0
151 to 28	32	1
281 to 500	50	2
501 to 1200	80	3

Fiscal year end inventory of capitalized OM&S assets, assets over \$1000 completed.

The unit keeps the semi-annual inventory memorandum, supporting documentation, disposition documents, shipping/receiving documents and annual certifications on file for three years.

Quarterly TAIT/CMPLUS data extracts being submitted to TAV and are previous reports on file. Date of last submission: _____

Conduct a random samples of inventory.

Allowance Shortage amount: _____

Remarks: _____

Sat.	Unsat.

Engineering Shop

Overall shop is clean, and in orderly condition.

Machinery operating instructions & safety placards posted.

Machinery guards are provided to protect the operator and other personnel from hazards created by point of operation, ingoing nip points, rotating parts, flying chips, and sparks.

Abrasive wheels are used only on grinders with safety guards.

The grinders wheel's rated speed is matched to the rated RPM's of the grinder.

Ring tests are performed on new wheels prior to installation.

Grinder safety guards cover the spindle end, nut and flange projections, except where the work provides a suitable measure of protection.

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Remarks: _____

Vehicles

All vehicles are clean and in good condition.

All tires on all vehicles are in good condition

Is the following equipment available in each vehicle?

- First-aid kit (check seal)
- Fire extinguishers (check seal and last inspection date)
- Spare tire in good condition
- Lug wrench and jack with handle
- Flares or reflectors

Sat.	Unsat.

Remarks: _____

Lockout/Tagout Checklist

The unit has an energy control program, defined by instruction, consisting of energy control procedures, employee training, and periodic inspections.

The unit has sufficient protective materials and hardware to lockout hazardous

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Does the unit start up and assume the load properly under a simulated loss of power condition?

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Is the Emergency Generator Test Log current and properly maintained?

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Is the overall condition of the unit satisfactory?

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Remarks: _____

Egress Checklist

There are at least 2 separate, remotely located, and distinct means of egress from all buildings or areas.

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All sleeping areas of BEQ/BOQ's are protected by properly operating and tested automatic smoke detection and alarm devices.

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All parts of the fire protection system (e.g., automatic sprinklers, alarms, exit lighting, fire doors) are maintained in proper operating condition.

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Exits and Exit accesses are located and arranged to be readily accessible at all times.

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Assembly occupancies have at least two separate means of egress (total occupancy load may require more)

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Locks or fastenings that could prevent free escape from inside the building are prohibited.

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Remarks: _____

Fire Protection Checklist

Fire extinguishers are present and visually inspected monthly.

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Fire extinguishers are appropriate for the hazard.

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Manual fire alarm pull stations are accessible, unobstructed, and visible.

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Employees receive annual training on the operation of portable fire extinguishers if they are expected to use them.

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The automatic fire sprinkler system is inspected annually.

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All fire pumps / centrifugal pumps are operated weekly at rated speeds to ensure adequate condition of the pump, bearings, stuffing boxes, switches, and strainers.

Annual inspections are made of all system alarms, shutdowns, and other associated equipment by a person knowledgeable in the design and function of the system.

An automatic sprinkler system is installed in buildings over 7,500 sqft where personnel are assigned to sleeping quarters or where personnel are on duty.

Hose connections at the hose valve have threads conforming to hose used by local fire departments.

Main connection valves are kept open at all times.

Supervised fire suppression and detection systems are inspected and tested by a qualified person annually.

Fire doors are quipped with self-closing or automatic closing devices to ensure they close in the event of a fire or activation of an alarm.

Remarks: _____

Flammable and Hazardous Material Storage Checklist

A diked area has been provided to contain a release and prevent environmental contamination.

Only approved safety cans (self-closing lids, flame screens, inerting system) have been procured to store and handle gasoline.

The room has explosion-proof wiring, fans, and light fixtures approved for hazardous locations.

Every inside room has either a gravity or a mechanical exhaust ventilation system.

Open flames and smoking are prohibited.

Flammable liquids are kept in covered containers when not in use.

Flammables are stored in approved flammable storage lockers.

A clearly identified and easily accessible emergency disconnect switch has been provided for fuel dispensing stations at a location remote from the

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dispensing device.

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Remarks: _____

Pier and Dock Checklist

Fire lanes are a minimum of 20 feet wide.

Cranes, davits, and other weight handling equipment are load tested at least every two years.

Electrical receptacles are protected by ground fault circuit interrupters (GFCI)

Outside electrical fixtures are marked "Suitable for Wet Locations".

A valve to shut off the fuel supply from shore is provided in each pipeline at or near the approach to the pier, and at the shore end of each pipeline adjacent to the point where flexible hose is attached.

Fuel dispensing nozzles are automatic closing, without a hold-open-latch.

Electrical shore ties are of the safety interlock type that cannot be connected or disconnected without first securing electrical power.

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Remarks: _____

Battery Charging Checklist

Rubber gloves, aprons, boots, and face shields are clean, available, and used.

Appropriate respirators are used when working with large quantities of battery acid.

Eyewash stations and showers are close to all battery maintenance areas (e.g., within 25 feet straight-line distance.

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Remarks: _____

Chain Saw Checklist

Chain saws are inspected daily to ensure that all handles and guards are in place, all controls function properly, and that the muffler is operative.

Chain saws are refueled only in safe areas, at least 10 feet from any flame

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source.

Operators hold the chain saw with both hands during operation.

Chain saw are started only on the ground or when otherwise firmly supported.

Chain saw users wear safety glasses, safety footwear, safety gloves, chaps, and other required protection while operating chain saws.

Remarks: _____

Additional required programs:

Hearing Conservation

Hazard Communications

Heat Stress

Respiratory Protection

Pre-Mishap

Shore Confined Space