



UNITED STATES MARINE CORPS
1ST MARINE AIRCRAFT WING, PMF PACIFIC
UNIT 37101
FPO AF 9600-7101

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25

WING ORDER P5100.1G

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR SAFETY AND STANDARDI-
ZATION (Short Title: SOP for Safety and Standardization)

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(g) OPNAVINST 1650.24
(h) FMFPacO 1650.23
(i) MCO 1650.23
(j) FMFPacO P3125.1
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(l) OPNAVINST 3100.6
(m) OPNAVINST 3710.7P
(n) FMFPacO 3710.2
(o) FMFPacO 3720.1
(p) MARFORPACO 3510.2
(q) MCO P3500.14
(r) FMFPacO 5210.3
(s) OSHA 29 CFR 1910
(t) NAVMC 2692
(u) MCO 5101.8
(v) MCO 5100.19C
(w) MCO 6260.1D
(x) MCO P5102.1
(y) MARCORBASES/JAPANO P3480.6
(z) WGO 5740.5
(aa) SPANARINST 5100.12A
(bb) NAVMEDCOMINST 5100.12
(cc) SECNAVINST 5100.14B
(dd) NAVMEDCOMINST 6470.2A
(ee) FMFPacO 5100.5

Encl: (1) LOCATOR SHEET

Reports Required: I. Quarterly Instrument Ground School Schedule
(Report Control Symbol 3710), par. 3004.4b
II. Laser Inventory Report (Report Control
Symbol 5100), par. 5007

11 OCT 1994

1. Purpose. To promulgate standing operating procedures for the conduct of the 1st MAW Safety and Standardization Program in accordance with references (a) through (ee).

2. Cancellation. WgO P5100.1F.

3. Background. This Manual describes the overall safety and standardization program within the 1st MAW. Portions of this Manual dealing with general safety matters and ground safety are applicable to all units of the 1st MAW. The aviation safety and NATOPS portions are applicable to all 1st MAW units operating aircraft.

4. Summary of Revision. This revision contains a substantial number of changes and should be thoroughly reviewed. The following major new subject areas are covered in this manual:

a. The importance of hazard identification, reporting, and elimination (chapter 1).

b. The policies and procedures for the conduct of the laser safety program (chapter 5).

c. The purpose, role, and function of the 1st MAW Aeromedical Safety Officer (AMSO) (chapter 6).

5. Certification. Reviewed and approved this date.



CHARLES S. DAVIS
Chief of Staff

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[1 OCT 88]

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR SAFETY AND
STANDARDIZATION (Short Title: SOP for Safety and
Standardization)

Location: _____
(Indicate the location(s) of the copy(ies) of this
publication.)

SOP FOR SAFETY AND STANDARDIZATION

CONTENTS

CHAPTER

- 1 STRUCTURE AND ORGANIZATION
- 2 AVIATION SAFETY PROGRAM
- 3 STANDARDIZATION/NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION (STAN/NATOPS)
- 4 GROUND SAFETY PROGRAM
- 5 LASER SAFETY PROGRAM
- 6 AEROMEDICAL SAFETY PROGRAM

APPENDIX

- A RELATED REFERENCES LIST
- B COMBINED FLASH REPORT
- C SAVAPLANE AWARD RECOMMEDATION
- D HAZARD COMMUNICATION PROGRAM
- E RESPIRATORY PROTECTION PROGRAM
- F DUTY OFFICER MISHAP CHECKLIST
- G RECEIPT OF MISHAP NOTIFICATION
- H SUGGESTED PRIVACY ACT STATEMENT - LIMITED
- I SUGGESTED PRIVACY ACT STATEMENT - GENERAL
- J HAZARD COMMUNICATION PROGRAM

SOP FOR SAFETY AND STANDARDIZATION

CHAPTER 1

STRUCTURE AND ORGANIZATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	1000	1-3
SAFETY EXECUTION.....	1001	1-3
COMMAND ATTENTION.....	1002	1-3
1ST MAW SAFETY AND STANDARDIZATION PROGRAM.....	1003	1-4
ORGANIZATION.....	1004	1-4
REFERENCE LIST.....	1005	1-7
REPORT ADDRESSING.....	1006	1-7

SOP FOR SAFETY AND STANDARDIZATION

CHAPTER 1

STRUCTURE AND ORGANIZATION

1000. GENERAL. The purpose of this Manual is to promote the conservation of human and material assets while maximizing the effectiveness and benefit of training and operations. This is to be accomplished through the use of standardized, professional operating practices, the detection and elimination of hazards, safety education, awareness training, and the dissemination of safety-related information.

1. Hazard reporting is the responsibility of every member of the command. The aim is to identify and report hazards that may be links in the chain of events that could lead to a mishap. Hazards should be reported to the chain of command. The unit safety officer should be informed of all detected hazards and the steps taken to minimize risk.

2. Hazards will be eliminated where possible. Some hazards are readily identifiable and easy to correct on the spot, others are more difficult to identify and may be more difficult to correct. Hazards which cannot be eliminated immediately will be identified and the possibility of exposure reduced by any available method.

3. Safety education enhances awareness of potentially hazardous situations. Safety information, when properly collected and processed, forms the basis of safety education, and promotes understanding of risk by personnel at all levels. Hazard detection, hazard elimination, and safety education form the foundation of a dynamic, successful safety program.

1001. SAFETY EXECUTION. Common sense, careful judgment, knowledge of procedures and limitations, common courtesy, cleanliness of spaces, and attention to the task at hand are vital elements of the safety program. Safety is a product of a successful process and is a crucial measurement of professional behavior.

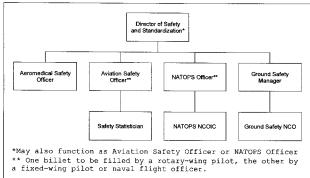
1002. COMMAND ATTENTION. Safe processes require command attention, genuine and concerned supervision at every level, the acceptance of responsibility, and personal accountability. Any person observing an unsafe act or condition has the responsibility to either take action to mitigate the hazard or to bring the situation to the attention of competent authority for resolution, as appropriate. Hazards which cannot be readily eliminated, and/or those hazards which may affect other units, should be reported per the references. Leaders are responsible for the safe

conduct of operations using the proven tools of common sense, attention to detail, and compliance with standing procedures.

1003. 1ST MAW SAFETY AND STANDARDIZATION PROGRAM. The 1st MAW Safety and Standardization Program is based upon a process that ensures the detection of hazards, their elimination, and the dissemination of safety-related information. The program is not a substitute for cognitive effort or measured judgment.

1004. ORGANIZATION. The safety organization within 1st MAW shall be organized as follows:

1. 1st MAW Department of Safety and Standardization (DSS). The DSS is established as a special staff section of the CG, 1st MAW and is functionally organized as shown:



The specific assignment criteria and individual responsibilities are as follows:

a. Director. The Director of Safety and Standardization (DOSS) shall be responsible to the Commanding General for all matters pertaining to safety and standardization within 1st MAW, and to the Chief of Staff for all matters pertaining to the functioning of the DSS. The Director shall not be assigned legal or quasi-legal matters.

b. Aviation Safety Section shall consist of:

(1) Aviation Safety Officer (ASO). The ASO assigned will be a field grade naval aviator or naval flight officer possessing broad operational flight experience and a graduate of the formal United States Postgraduate School (USNPS) Aviation Safety Officer's Course. The ASO shall be responsible for ensuring that the 1st MAW Aviation Safety Program is in compliance with applicable directives and that the program meets the safety goals of the Commanding General. The ASO shall be assigned no collateral duties or responsibilities outside the DSS and shall not be assigned legal or quasi-legal matters.

(2) Safety Statistician. A noncommissioned officer, MOS 7041, shall be assigned as the Safety Statistician. Duties include, but are not limited to:

(a) Compilation of aviation safety statistical data and reports.

(b) Coordination and accomplishment of other administrative requirements of the DOSS.

c. NATOPS Section shall consist of:

(1) NATOPS Officer. A field grade naval aviator or naval flight officer possessing broad operational flight experience will be assigned as the NATOPS Officer. If possible, a graduate of the formal USNPS Aviation Safety Officer's Course should be assigned. The NATOPS Officer is responsible for ensuring that the 1st MAW NATOPS Program is in compliance with applicable directives and that the program serves to maximize the level of standardization throughout 1st MAW aviation units. The NATOPS Officer should not be assigned legal or quasi-legal matters.

(2) NATOPS NCOIC. A SNCO flight crew member should be assigned to assist the NATOPS Officer on all matters pertaining to enlisted flight crew standardization and to perform other NATOPS-related duties, as necessary.

d. Ground Safety Section shall consist of:

(1) Ground Safety Manager (GSM). A senior company grade officer shall normally be assigned to administer the 1st MAW ground safety program. The GSM will be guided by the applicable portions of the Marine Corps Ground Safety Program, reference (a). In the event of nonavailability, a qualified Senior SNCO (MOS 9917 preferred) will be assigned. The designated manager should have at least one year of experience in managing the safety program at the wing or group level. The GSM will support

implementation of the Marine Corps Ground Safety Program in all 1st MAM units. The GSM shall not be assigned legal or quasi-legal matters. This billet may be assigned as a collateral duty to an officer or SNCO in DSS.

(2) Ground Safety NCO. A staff NCO should be assigned to assist the GSM in the administration of the 1st MAM ground safety program. The Ground Safety NCO duties include ground mishap reporting and analysis, unit inspections, surveys, and safety training.

e. Aeromedical Safety Officer (AMSO). The AMSO shall be a U.S. Navy flight physiologist and a graduate of the United States Naval Postgraduate School (USNPS) Aviation Safety Officer's Course. The AMSO shall be responsible for ensuring that 1st MAM aviation units receive requisite support for fulfilling the requirements of the Naval Aviation Physiology Training Program (NAPTP) and Naval Aviation Water Survival Training Program (NAWSTP). As a trained Aviation Safety Officer, the AMSO shall assist the 1st MAM DOSS and ASO with matters relating to the Aviation Safety Program.

f. Industrial Hygiene. This function shall be accomplished through staff coordination with the 1st MAM Industrial Hygiene Officer assigned to the 1st MAM Medical Officer. Close coordination with the GSM is required.

2. Group Department of Safety and Standardization. 1st MAM aircraft groups shall organize Departments of Safety and Standardization similar to that described for the 1st MAM. The following applies:

a. An ASO, NATOPS officer and requisite enlisted personnel shall be assigned. The ASO shall not be assigned unrelated collateral duties and under no circumstances shall duties involve legal or quasi-legal matters. The group ASO shall be a graduate of the USNPS Aviation Safety Officer's Course and should possess considerable experience as a squadron ASO. An officer or SNCO shall be assigned as the GSM.

b. The senior officer assigned to the department shall function as the DOSS.

c. Groups without aircraft need not establish separate Safety Departments. However, all requirements of this Manual and senior directives concerning ground safety shall be accommodated. In the absence of a Safety Department, the unit S-4 normally retains responsibility for the ground safety program.

d. In groups without aircraft, the GSM shall have a special staff status with direct access to the commanding officer.

3. Squadron Department of Safety and Standardization. The same basic requirements as the group organization apply.

1005. REFERENCE LIST. Appendix A is a list of references which will be helpful to 1st MAW units in maintaining an effective safety and standardization program. Only applicable references need to be maintained by each unit, as established in appropriate standard distribution lists.

1006. REPORT ADDRESSING. This Manual contains instructions and requirements to make reports to CG, 1st MAW. Unless otherwise stated, such reports will be addressed as follows:

Commanding General, 1st Marine Aircraft Wing (DOSS)
Unit 37101
FPO AP 96603-7101

For messages, the proper MTF address is:

CG FIRST MAW//DSS//

SOP FOR SAFETY AND STANDARDIZATION

CHAPTER 2

AVIATION SAFETY PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	2000	2-3
ORGANIZATION AND RESPONSIBILITIES.....	2001	2-3
HAZARD DETECTION.....	2002	2-4
HAZARD ELIMINATION.....	2003	2-7
INFORMATION DISSEMINATION.....	2004	2-7
PRE-MISHAP PLANNING.....	2005	2-11
THE PRE-MISHAP PLAN.....	2006	2-11
REPORTING.....	2007	2-13
AIRCRAFT MISHAP INVESTIGATION.....	2008	2-14

CHAPTER 2

AVIATION SAFETY PROGRAM

2000. GENERAL. The Aviation Safety Program is a program of constructive risk management. This program is intended as a mechanism to preserve scarce war-fighting assets and to provide a rational basis for the acceptance of considered risk to material and equipment. Success is predicated upon adherence to procedure, individual knowledge of skill level and ability, and the willingness and ability to apply common sense and professional behavior to the situations that routinely confront aviators and aviation support personnel.

2001. ORGANIZATION AND RESPONSIBILITIES. This Manual addresses the roles of the duty and staff sections of the 1st MAW command element in the pursuit of the safety mission. Normal staff section relationships will prevail with regards to hazard detection and elimination. In the event of a major mishap, the following special roles apply.

1. 1st MAW Staff Responsibilities

a. General. In the event of a significant adverse occurrence, each member of the 1st MAW staff should be prepared to provide assistance to the affected unit at the request of the unit or group commander. Specific members have special concerns.

b. DOSS. The DOSS can provide administrative and technical assistance to the Aircraft Mishap Board (AMB) during the investigation and subsequent compilation of the Mishap Investigation Report (MIR). The DOSS can also assist in coordination of other staff assistance that may be required. The DOSS will recommend to the Chief of Staff, an officer, O-5 or above, to serve as the senior member of the AMB investigating a class A aircraft mishap.

c. AC/S G-1. The Personnel Officer will provide assistance on orders (TAD or Confirmation) for the AMB and casualty reporting.

d. AC/S G-2. The Intelligence Officer will stay appraised of the situation relative to the loss of classified gear, or an effect upon host nation relationships including any hostile threats that may be present at mishap sites.

e. AC/S G-3. The Operations Officer will assist the 1st MAW DOSS in nominating an officer for assignment as the senior member of the AMB for all class A aviation mishaps and for other mishaps, as directed by the Commanding General, 1st MAW.

f. AC/S G-4. The Logistics Officer will stay appraised of the situation in the event logistical assistance is required.

2. 1st MAW Command Duty Officer (CDO) Responsibilities

a. The duties of the CDO and the Base/Wing Officer of the Day (BWOOD) are explained in detail in reference (b). In the event of an adverse occurrence, the CDO's general responsibilities are threefold:

- (1) Keep the Commanding General, the Chief of Staff, and the cognizant 1st MAW staff officer(s) informed.
- (2) Serve as an information conduit between the group and the 1st MAW Staff.
- (3) Provide any possible assistance, as requested, to the unit concerned.

b. Upon notification of a significant adverse occurrence, ground or aviation, the CDO should make a determination if their presence is required at the command post to assist the BWOOD. The CDO should be available to render appropriate assistance depending on the severity of the situation. The CDO should ensure that the appropriate staff members are contacted and then respond to queries or requests for assistance.

2002. HAZARD DETECTION. Hazards are detected by using all available senses (sight, hearing, smell, taste, etc.). Every opportunity to watch operations should also be taken as an opportunity to improve the process by which we do business, as well as an occasion to detect the hazards that threaten operations. Only when hazards are identified can they be eliminated or reduced to an acceptable level.

1. Safety Surveys. Formal Aviation Safety Surveys provide the commanding officers with a review of environmental hazards and an examination of the unit's mishap prevention program. Results are candidly reported only to the commander of the surveyed unit.

a. Requirements. Aviation Safety Surveys are required per reference (c) for all 1st MAW aircraft squadrons/detachments at least once each year. An additional safety survey is required:

- (1) Whenever a squadron/detachment changes operating base, preferably prior to commencing flight operations at the new location but at least within 30 days of the relocation.
- (2) Within 30 days of a change of aircraft model.

(3) Within 30 days of a change in commanding officer or ASO.

b. Survey Corrections. A survey is considered closed when corrective actions have been accomplished.

c. Survey Guidance. The current Aviation Safety Review Checklist prepared by the Commander, Naval Safety Center (NAVSAFECEN) should be used as a guide in the conduct of a survey. Other sources, such as individual surveyor expertise and inspection checklists may be used for more detailed investigation of potential problem areas.

d. Survey Results. While reports of findings from the survey external to the unit are not required, commanding officers should document that:

(1) A survey was conducted; and when, where, and by whom.

(2) Appropriate corrective action was directed and initiated on all problem areas.

(3) The squadron commanding officer reviewed and approved the corrective actions.

(4) A system exists for monitoring the progress of continuing or incomplete corrective action.

(5) The DSS in the next echelon of command has been notified of the completion of the survey.

e. Safety Survey Personnel. The conduct of a survey is the responsibility of the squadron commanding officer. The survey effort must include at least one individual who is a graduate of a formal aviation safety course. Personnel from the surveyed unit, other squadrons, senior commands, or from the Naval Safety Center are all options for the conduct of a safety survey.

(1) When a survey team is formed the following areas should be represented:

- (a) Aviation safety
- (b) Operations/aircrew training
- (c) Aircraft maintenance
- (d) Ground safety
- (e) Medical/aviation physiology

(2) Use of teams from other agencies within the 1st MAM is encouraged.

2. Radioactive Survey

a. Aviation units having aircraft that contain parts or equipment with radioactive sources must take additional precautions in case of a mishap involving fire or equipment damage.

b. A radioactive survey team should locate and secure the aircraft, fragments, or damaged equipment prior to allowing investigators into the area. This must be completed prior to salvage operations.

c. The radiation safety officer assigned to Marine Corps Base, Camp Butler, shall be notified in all cases involving potential exposure to radioactive sources.

d. Emergency response personnel shall be notified of the potential for radiation exposure so proper personal protective equipment will be worn during the fire fighting and extrication phases of the mishap.

3. Site Surveys. Site surveys should be conducted at temporary operating bases or deployment sites prior to or as soon as possible after arrival. A site survey is less extensive than a safety survey and concentrates on facilities and operational conditions at the new site. A site survey is normally sufficient unless the deployment is extended beyond two (2) months. At that point, a safety survey is required.

4. Functional Area Inspection (FAI). The FAI will examine the administration and management of a functional area to determine if units/groups are complying with directives issued by higher headquarters. FAIs for Aviation Safety, NATOPS, and Ground Safety are normally conducted on an annual basis by the 1st MAM DSS, under the supervision of the Office of the Wing Inspector. Each UDP squadron will receive an FAI within 90 days of arriving in WestFac. DSS personnel conducting FAIs will be guided in their activities by reference (d).

a. General. FAIs provide an opportunity to assess a unit's compliance with existing directives and, in the general area of safety, to determine and enhance the level of safety awareness in the unit. FAIs are conducted as a part of the Commanding General's inspection program.

b. DSS FAI Responsibilities

(1) As directed in reference (a), all 1st MAM units shall be inspected annually in the area of ground safety.

(2) All aircraft groups and non-UDP squadrons shall be inspected annually in the separate areas of Aviation Safety and NATOPS.

(3) The scheduling, completing, and reporting of all safety and standardization FAIs shall be as directed in reference (d).

2003. HAZARD ELIMINATION. Hazards are eliminated or reduced in severity by physically removing them or, where elimination is not practical, by a program of increased awareness and education. An understanding of the consequences of hazards is necessary for an individual to understand risk assessment and avoidance. Specific programs for hazard elimination are:

1. Hazard Reporting Program. Operational hazards will be formally reported by the appropriate mechanism, by means of a 1st MAW Combined Flash Report (Appendix B) or the appropriate operational report contained in reference (e) or (f) as appropriate. A notification by other means (e. g. letter, memo, or telephone call) may also be appropriate.
2. Safety Standdown Program. Safety standdowns are another means of hazard elimination by increasing awareness, knowledge, and training. Each unit shall conduct a safety standdown at least semi-annually. Under garrison conditions, safety standdowns should be conducted over two consecutive days, but should not be less than one day in duration. Back-in-the-Saddle (BITS) programs fulfill the requirements for safety standdowns. No flight operations are permitted during safety standdowns.
3. BITS Program. BITS programs help eliminate the risks associated with the return to operations after periods away from the business of flying. Post-holiday, transit, weather, or aircraft grounding may justify a BITS session. Individual sessions may be needed for aircrew returning to flying status due to TAD, leave, school or other reason.
4. Anonymous Reports Program. Anonymous reporting programs are helpful in obtaining information that personnel are unwilling or unable to present in person. Some provision for anonymous reporting should be provided. Units/groups should develop programs suited to the needs of their respective unit, operational tempo, and mission.

2004. INFORMATION DISSEMINATION

1. Safety Information Management. Each unit in 1st MAW will ensure the broadest dissemination of general circulation safety

information. Information on mistakes made, situations encountered, and investigations conducted are important learning tools. Privileged or private information must be handled carefully, so that the privileged or private nature is not compromised. No unit is authorized to release safety program information outside their unit.

2. Liaison. Direct liaison between unit safety officers and their counterparts one echelon above and below is considered essential in administering the Aviation Safety Program to ensure rapid dissemination of safety-related information and to fully support hazard detection/correction programs. Squadron or detachment aviation safety officers should maintain close contact with their counterparts at the group regarding matters of aviation safety.

3. Awards Program. A positive and pro-active awards program fills a vital role in the 1st MAW safety effort. The primary action officer for all squadron and personal safety awards is the squadron ASO. Unless otherwise directed, the ASO must prepare suitable award packages in proper format on behalf of the squadron or individual. The following programs are positive efforts that serve to reward safety related achievements.

a. CNO Aviation Safety Award

(1) General. Marine Forces Pacific (MARFORPAC) selects winners based on criteria such as aircraft mishap experience in relation to flight exposure, quality of mishap and hazard reporting, and contributions to aviation safety. Submission criteria and format are contained in reference (g) and (c). 1st MAW aircraft groups submit nominations to Wing Headquarters. A 1st MAW board selects nominations for consideration by CG, MARFORPAC.

(2) Eligibility Requirements. All aircraft squadrons and detachments with reporting custodian status, assigned to 1st MAW on 30 September of the year for which the awards are offered, are eligible for nomination. This includes aviation units assigned to a MEU or MEU/SOC under III MEF. EXCEPTION: UDP units assigned to 1st MAW from 2nd MAW will use the MARFORLANT chain of command for nomination submission.

(3) Submission Requirements. Specific instructions will normally be promulgated through an annual message. Normally, aircraft squadrons or detachments submit a narrative summary and a fact sheet to their parent group when directed. This should be prepared and submitted not later than 15 October. The narrative summary should contain but is not limited to:

(a) A brief summary of operational accomplishments for the fiscal year with emphasis on operational performance (e.g., deployments, number of copilots or Helicopter Aircraft Commanders (HACs) trained and designated, inter-service missions flown, participation in training exercises, etc.).

(b) A description of unusual or adverse conditions experienced during the year.

(c) Changes to maintenance procedures, publications, aircraft design, or survival equipment resulting from the squadron's investigations and reporting or other programs.

(d) A summary of NATOPS changes submitted, noting those approved.

(e) Descriptions of any unique or innovative squadron safety projects or programs.

(f) A list of contributions submitted (e. g., safety recommendations, published articles) and brief summary of each item.

(4) MAG Nominations. Each MAG shall submit nominations for the annual CNO Aviation Safety Award to 1st MAW DOSS, to arrive not later than 1 November. A negative report is required if a group does not desire to nominate any squadrons. The nominations submitted shall include an endorsement by the group, a narrative summary and fact sheet for each squadron nominated, and the nominees must be listed in order of preference.

(5) 1st MAW Selection Process

(a) All nominations shall be reviewed by a board chaired by the Assistant Wing Commander and consisting of AC/S G-3, AC/S for Aviation Logistics, DOSS, and ASO.

(b) A prioritized list of units recommended for the award will be forwarded to the CG, 1st MAW. Upon approval of the CG, 1st MAW, nominations will be forwarded to CG, MARFORPAC.

(6) Award Presentations. Those units selected as recipients of the CNO Aviation Safety Award will be presented the award by the CG, 1st MAW at an appropriate ceremony to be coordinated by the DOSS.

b. Bravo Zulu. Bravo Zulu recognition is for aircrews whose action during an emergency prevented further damage to the aircraft. A 5" X 7" photograph of the individuals next to a squadron aircraft should be submitted with a write-up describing the event to the Naval Safety Center for award consideration per

instructions contained in APPROACH Magazine. The article should be prepared by the squadron and endorsed by the MAG. A courtesy copy should be forwarded to the 1st MAW DOSS.

c. MARFORPAC Safety Awards. This award will be presented to squadrons that remain Class A mishap-free during a calendar year, per reference (h).

d. Milestone Awards. The CG, 1st MAW, will recognize squadrons passing annual and 5000 hour mishap-free flight hour increments. Notification should be provided to the 1st MAW DOSS in advance of having achieved the milestone. Individual aviators who pass 1000 mishap-free flight hour increments should also be submitted for an award per reference (i).

e. Unit Recognition/Individual Awards Program. Unit commanders are encouraged to recommend their unit for safety and performance awards. Reference (j) outlines the procedures to submit for awards. Individual performance within a unit should be recognized by nomination for awards, personal decorations if appropriate, or commendatory correspondence to the individual.

f. 1st MAW SAVAPlane Award

(1) General. In the course of maintenance and flight operations, ground crew and aircrew members have been responsible for preventing damage to or loss of aircraft by discovering critical discrepancies before they caused a mishap. The alertness and dedication of these Marines should be properly and promptly recognized.

(2) Eligibility Requirements. All aircraft squadrons and detachments with reporting custodian status and assigned to 1st MAW are eligible to submit nominations. Quotas are not assigned; all deserving Marines should be nominated for awards and recognized for their exceptionally professional actions in preventing the loss or endangerment of aircraft or aircrews.

(3) Submission Requirements

(a) Nominations should be submitted within 15 days of the cited event to ensure timely action.

(b) Recommendations will be submitted in naval letter format with a proposed citation as an enclosure.

(c) Commanding Officers/OICs will ensure that the letter of recommendation provides sufficient factual, detailed information to warrant preparation and presentation of a Commanding General's Certificate of Commendation.

(d) Proposed citations:

1 Must be expressed in the second person.

2 Must contain the standard opening and closing line contained in Appendix C.

3 Must be typed in ten pitch, single spaced, not to exceed 83 spaces per line or 12 lines in length.

(e) Group commanding officers shall screen and submit nominations for SAVAPlane Awards to the Commanding General, 1st MAW (DOSS).

(f) The 1st MAW DOSS will screen all nominations for SAVAPlane Awards and submit proposed citations to 1st MAW Adjutant for preparation and submission of the Commanding General's Certificate of Commendation. The Adjutant shall forward completed Certificates of Commendation to the individual via the group and squadron for presentation.

2005. PRE-MISHAP PLANNING. The ability to effectively deal with any adverse occurrence, particularly an aircraft mishap, requires careful advance planning. At the time of a mishap the atmosphere will be one of tension, confusion, and possibly, grief and loss. Without a clear plan and good general understanding of the process by personnel responsible for executing the mishap plan, the quality and timeliness of investigation and reporting can be compromised. Therefore, each aviation group shall ensure that squadron/detachment mishap plans are in place and understood. Aviation support groups will also ensure that plans and procedures are in place to accommodate appropriate adverse occurrences.

2006. THE PRE-MISHAP PLAN. Each aircraft squadron/detachment shall prepare and maintain a current Pre-Mishap Plan. Relevant guidance is found in Chapter 2 of reference (e), paragraph 7 of reference (c), and paragraph 2-19 of Technical Manual for Safety Investigation volume 1 (reference (k)), for the preparation of the Pre-Mishap Plan. The plan must be current and should include, but not be limited to, information on:

1. Notification and Coordination. Instructions for coordination between unit, air base/facility, military, and civil authorities for notification of cognizant crash/rescue crews and investigations.

2. Transportation and Storage. Current instructions for readiness, dispatch, and coordination of air and ground vehicles for search, rescue, recovery, and investigation.
3. Personnel and Security. Current instruction for preservation and security of the wreckage at the crash site. Constitution of guard detachment and related provisions for transportation, rations, and shelter for guard personnel should be delineated.
4. Internal Reporting. Explicit instructions for internal reporting of information (within the command) to include current checklists for personnel by billet and name, and provisions for the recording of events.
5. External Reporting. Explicit instructions for external reporting.
6. Aircraft Mishap Board. Assignment of Aircraft Mishap Board (AMB) members by billet and provision for specific assignment by name (permanent and alternate board).
7. AMB Member Guides. Specific investigative responsibilities of each AMB member.
8. Aircraft Mishap Investigation Kit. Composition, location, and responsibility for investigator's kit. Appendix E is provided as a guide.
9. Technical Support Personnel. Instructions concerning readiness recording equipment (photographic, audio, etc.) and technicians to operate it.
10. Technical Support Facilities. Complete list of military and contractor facilities, and personnel capable of providing technical assistance.
11. Provisions for Incidents During Non-working Hours. Provisions for implementation of required actions after working hours by the Duty Watch Officer.
12. Incidents Away from Home Base. Contains provisions for incidents that occur away from home base.
13. Incidents on Foreign Soil. Instructions on unique requirements pertinent of mishaps occurring in those countries in which 1st MAW aircraft may be operating (e. g., Japan, Korea, or Australia).
14. Drills And Exercises. Provisions for periodic simulated crash drills to exercise plans, equipment, and personnel.

15. Aircraft With "Pingers" Installed. Aircraft with Underwater Acoustical Detectors (pingers) installed shall be identified.

2007. REPORTING

1. Hazard Reporting. The preventive aspects of hazard reporting and the value of such reports to units within and external to 1st MAW require constant attention. This entails the prompt reporting of all suspected hazards. Aggressive follow-up, corrective action, and continuing trend analysis are essential to the success of the overall safety program.

2. Mishap Reporting. Flight Mishaps (FMs), Flight Related Mishaps (FRMs), and Aviation Ground Mishaps (AGMs) shall be initially reported using the Combined Flash Report shall be as complete as possible, but expeditious reporting of available preliminary information takes precedence over completeness. Additional amplifying information shall be passed as it becomes available.

a. Combined Flash Report. This is a 1st MAW internal report designed to alert the chain of command that there has been an adverse occurrence. All significant adverse occurrences experienced by 1st MAW units shall be reported immediately, preferably by telephone using the format contained in Appendix B. During working hours, this report shall be telephoned to the group DSS, unless detached or afloat. In those cases, specific reporting instructions will be prearranged. The group DSS shall immediately forward the report to the 1st MAW DSS (DSN 645-3558/ 3234). After normal working hours, the report shall be made to the Group Duty Officer (GDO) who shall forward it to the Base/Wing Officer of the Day (BWOOD) or 1st MAW Duty Officer (CDO) (DSN 645-3744/ 3745).

b. Mishap Reports. Initial and amended mishap reports (MRs) shall be submitted per reference (e) and CG III MEF shall be included as an Info addressee in the distribution.

c. Mishap Investigation Reports. Mishap Investigation Reports (MIRs) shall be submitted per reference (e). Special attention should be given to protecting the concept of safety privilege by the careful usage of the two-part MIR.

d. Judge Advocate General (JAG) Investigation Reports. In mishaps involving loss of life or significant property damage, a JAG investigation is normally conducted and a report filed. The report states findings of fact, opinions of the investigative officer, and recommendations. This report is a legal document, admissible in court, and makes a determination of what happened, why, who was responsible, and what actions should be taken both

administratively and punitively. A JAG investigation is not privileged, therefore it can be used as a basis for other legal action. No interchange of information, other than real evidence, is permitted between the two investigations.

e. OPREP-3/Unit Situation Report. The current edition of reference (1) describes the situations and procedures for using the OPREP-3 reporting system. Submission of reports under this system is an S-3 function, and does not fall under the purview of squadron and group DSSs.

(1) In general, OPREP-3 reports are submitted whenever the command anticipates there will be Navy-wide, national, or international interest. Thus, all aircraft and ground mishaps resulting in fatalities, major injuries, or extensive damage to government property (such as loss of an aircraft) will initially be reported through the OPREP-3 reporting system.

(2) Any incident or event deemed an OPREP-3 or unit SITREP reportable occurrence SHALL be reported via that system for initial voice and initial message reports. This report will be the external report the unit will be concerned with until checking out of the OPREP-3/Unit SITREP system.

(3) Deployed units will coordinate with parent groups in establishing procedures for submission of OPREP-3/SIR, reports during those periods when group reporting is impractical.

2008. AIRCRAFT MISHAP INVESTIGATION

1. Standing Aircraft Mishap Boards. Commanding officers/officers-in-charge (OICs) of each aircraft squadron or detachment shall appoint, in writing, an AMB. Each AMB will have membership as described in reference (e) and will have sufficient numbers of trained personnel to cover contingency replacement requirements. Such boards, or members thereof, once properly appointed and activated to investigate a mishap, will not be dismissed before the investigation has been concluded. Duties as a member of an AMB shall have precedence over all other duties. AMB training in the various aspects of mishap reporting, investigation, and analysis shall be conducted at least quarterly. The absence of an assigned 1st MAW senior member does not negate the requirement for quarterly training. The senior member of the standing board will normally assume training responsibilities, although an additional member may be assigned for that purpose.

a. The AMB is responsible for the conduct of an investigation (including the collection and safeguarding of evidence), the interview of witnesses, the analysis of mechanical, biological, and natural samples taken from the mishap, the interpretation of

data resulting to determine the parties involved, the events that transpired, and the outcomes produced and their relationship with the circumstance. Further, the AMB is responsible for determining the causes for the mishap, recommendations to preclude recurrence, and for documenting the investigation in proper format.

b. Any witness statement (written, oral, or summarized) and/or any deliberation of the AMB, to include Part B of any MIR, is considered privileged and is restricted to non-punitive safety application. The concept of military safety privilege has been upheld by the United States Supreme Court. The use of such information for other than safety purposes can render the user or releaser subject to criminal sanctions.

2. Senior Member on Class A Mishap Boards. CG, 1st MAW shall assign the senior board member on all class A mishaps, and others per discretion, within the 1st MAW.

a. Investigation Assistance Available Locally

(1) Consolidated Public Affairs Office (CPAO). The CPAO will take care of all foreign and domestic press inquiries. The senior member of the AMB should initiate coordination with the CPAO as soon as practical after the mishap at 645-7421/7422. Away from home information requests will be directed to the nearest military PAO, or to the ship or task force PAO. In the event none of the above is available, the group S-1/designated PAO will assume responsibility for suitable information release.

(2) Photographic Support Center. Photographic support will be provided by the nearest available formal photographic support center. The senior member should specify photographic requirements and, should no formal photographer be available, the senior member of the board must arrange satisfactory photographic coverage.

(3) Provost Marshal's Office (PMO). The PMO can provide traffic control and temporary security for mishaps on Marine Corps installations. PMO can also initiate liaison with local law enforcement agencies for mishaps which occur off base.

b. External Assistance

(1) Naval Safety Center. The Naval Safety Center maintains investigators who are available to provide assistance in cases of special interest. These investigations can be requested and are occasionally provided without request.

(2) National Transportation Safety Board (NTSB). The NTSB also retains an investigative staff. However, an NTSB

investigator will be provided only in very special circumstances and in coordination with the Naval Safety Center.

(3) Expert Technical Staff. Individuals with specific skills or connections can be called in for consultation at the request of the senior member of the AMB and normally after consultation with the Naval Safety Center. Examples of such personnel are airframe, engine, and avionics manufacturers' representatives and experts in weather phenomena. Special care must be taken with personnel who may have a personal or corporate vested interest. Deliberations of the AMB shall not be shared with such consultants. Additionally, any analysis or conclusions presented to the board by the consultant are considered privileged information.

(4) Mishaps Away From Home Base. The nearest military facility to the mishap site will provide assistance to the AMB. Services of a permanent nature, or those not available at the nearest military facility, can be provided through coordination with the cognizant staff sections of the parent group or the 1st MAW. In any case, formally request the necessary services in paragraph 7 of the Mishap Report (MR) and include the facility at which the AMB is operating in the action addressee group. At the same time, informally ensure the request is received and understood.

3. Safety Privilege. The concept of safety privilege in mishap review is crucial to the ability to effectively determine causes and apply corrections when mishaps occur. Safety privilege is thoroughly described in reference (e). Safety privilege encourages disclosure of information vital to safety without fear of personal retribution. When determining whether information is privileged or not, an important rule of thumb must be kept in mind: no mishap, no privilege. That is, the only information that may be considered privileged is that which is related to a defined, reportable mishap. Squadron ASOs should ensure that the concept of safety privilege is understood by all personnel in their squadron. Detailed instructions on the privileged status of witness statements and guidance for the use of the Privacy Act Statement are delineated in reference (e).

SOP FOR SAFETY AND STANDARDIZATION

CHAPTER 3

STANDARDIZATION/NAVAL AIR TRAINING AND OPERATING PROCEDURES
STANDARDIZATION (STAN/NATOPS)

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	3000	3-3
ORGANIZATION.....	3001	3-4
QUALIFICATIONS.....	3002	3-4
RESPONSIBILITIES.....	3003	3-5
NATOPS AND INSTRUMENT EVALUATION PROGRAM.....	3004	3-8
NAATOPS FLIGHT PERSONNEL TRAINING AND QUALIFICATION JACKET.....	3005	3-11
STANDARDIZATION BOARD.....	3006	3-12
FLIGHT TIME MINIMUMS AND WAIVERS.....	3007	3-12
NAVAL AVIATION PHYSIOLOGY TRAINING PROGRAM (NAPTP) AND NAVAL AVIATION WATER SURVIVAL TRAINING PROGRAM (NAWSTP).....	3008	3-13
NATOPS ADMINISTRATIVE PROCEDURES.....	3009	3-14

CHAPTER 3

STANDARDIZATION/NAVAL AIR TRAINING AND OPERATING PROCEDURES
STANDARDIZATION (STAN/NATOPS)3000. GENERAL

1. Purpose. To amplify the provisions contained in the current versions of reference (m), (c), (n), (o) and (p) in administering the Standardization/ NATOPS program within 1st MAW. Additionally, this Manual sets forth the Standardization/NATOPS policy, organization, and requirements of CG 1st MAW. Should a conflict between this Manual and one from a higher headquarters exist, the higher headquarters directive will prevail unless the conflict is a case of this Manual setting more stringent requirements. However, reason should prevail, and efforts at resolution shall include the 1st MAW Standardization/NATOPS Supervisor.

2. Background

a. The NATOPS program is a positive approach to increase combat readiness and improve flight safety. Implementation of the Standardization/NATOPS program is a command responsibility at the squadron level.

b. The essential elements of the Standardization/NATOPS program are a thorough knowledge of all aircraft systems and adherence to approved operating procedures, not flight proficiency or weapons readiness. Any tendency to expand the Standardization/ NATOPS evaluation into these areas must be avoided.

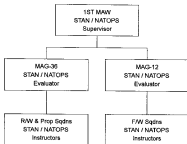
c. To be effective, the Standardization/NATOPS program must be responsive to the requirements of the users and, therefore, readily changeable. To this end, users have a responsibility to ensure that NATOPS publications are correct and current.

d. NATOPS publications are issued for the purpose of standardizing ground and flight procedures and do not include tactical doctrine. Although it is not intended that the NATOPS Manual copy or replace other publications such as tactical manuals, where some conflict may occur. Should conflict exist between the training and operating procedures found in the NATOPS publications and those found in other publications, the NATOPS publications will govern.

e. Compliance with the NATOPS publications is mandatory; however, nothing contained therein shall prevent the pilot from taking such actions as the aircrew may deem necessary, under unusual or emergency conditions, to safeguard life and property.

3001. ORGANIZATION. The formal Standardization/NATOPS organization at the 1st MAW level will have at a minimum a Standardization/NATOPS Supervisor, with qualifications outlined below. Other Standardization/NATOPS personnel will be assigned, as appropriate. Group and Squadron Standardization/NATOPS personnel will be assigned in compliance with reference (n) and this Manual.

1ST MAW STAN / NATOPS ORGANIZATION



3002. QUALIFICATIONS

1. 1st MAW Standardization/NATOPS Supervisor. Will normally be a field grade naval aviator (NA) or naval flight officer (NFO) possessing broad experience in current operational aircraft. If possible, a graduate of the formal USNPS Aviation Safety Officer's Course should be assigned. The Standardization/NATOPS Supervisor is responsible for the supervision, coordination, and evaluation of the 1st MAW NATOPS Program. The Standardization/NATOPS Supervisor should not be assigned any legal/quasi-legal matters or any other collateral duties other than normal aviation duties.

2. 1st MAW NATOPS NCOIC. If available, a qualified SNCO should be assigned to assist the Standardization/NATOPS Supervisor on all matters pertaining to enlisted flight crew standardization and to perform other Standardization/NATOPS related duties as

necessary. In matters pertaining to specific aircraft, the group Standardization/NATOPS evaluators will provide the required assistance upon request.

3. Group Standardization/NATOPS Evaluators. A naval aviator or naval flight officer (Captain or above) possessing broad experience in current operational aircraft, will be assigned the primary duty as Standardization/NATOPS Evaluator within each aircraft group. When more than one model aircraft is assigned to the group, and the Standardization/NATOPS Evaluator is not current in all models, assistant Standardization/NATOPS Evaluator(s), assigned from MAG or MAW assets shall be designated for that specific model aircraft on an additional duty basis.

4. Squadron NATOPS Instructors. Reference (m) directs the commanding officer of each aircraft squadron to designate, as a primary duty, a minimum of one highly-qualified Standardization/NATOPS Instructor for each type/model/series aircraft assigned. In this capacity, the Standardization/NATOPS Instructor shall ensure that all squadron aircrew members conform to the standards, as set forth, in the applicable NATOPS flight manual and are in compliance with applicable directives. Once assigned, the squadron Standardization/NATOPS Instructor should remain in the billet for a minimum of 12 months.

5. Squadron Enlisted Standardization/NATOPS Instructor. Units within 1st MAW having enlisted aircrew and non-aircrewmembers shall have a highly qualified enlisted Standardization/NATOPS Instructor assigned the job as primary duty.

3003. RESPONSIBILITIES

1. 1st MAW Standardization/NATOPS Supervisor. The 1st MAW Standardization/NATOPS Supervisor is responsible for ensuring the 1st MAW Standardization/NATOPS Program is in compliance with applicable directives and that the program serves to maximize the level of standardization throughout 1st MAW aviation units. The Standardization/NATOPS Supervisor is responsible for evaluation and documentation of 1st MAW flying personnel. Responsibilities include, but are not limited to:

a. Coordinating and supervising the Standardization/NATOPS program within 1st MAW and reporting to the DOSS on all matters concerning standardization and NATOPS.

b. Conducting functional area inspections (FAIs) and command visits in subordinate commands to assist in administration and/or evaluation of the effectiveness of the Standardization/NATOPS program.

- c. Monitoring the conduct of the aviation physiology and aircrew water survival training programs per reference (m) and (a).
 - d. Monitoring the conduct of Instrument Flight Training and renewal of instrument ratings for naval aviators and instrument qualifications for naval flight officers per reference (m).
 - e. Coordinating input and feedback for various NATOPS conferences and change requests.
 - f. Review and forward NATOPS change recommendations in a timely manner.
2. Wing NATOPS NCOIC. Duties include but are not limited to:
- a. Maintaining a current master library of NATOPS flight manuals (NFMs), pocket checklists (PCLs), functional checkflight checklists and publications associated with each type/model/series aircraft within the 1st MAW.
 - b. Forwarding NATOPS change recommendations in a timely manner.
 - c. Reporting to the Standardization/NATOPS Supervisor on all matters regarding areas of responsibilities.
3. Group Standardization/NATOPS Evaluator. Specific duties are as follows:
- a. Be responsible for the supervision, coordination, and evaluation of the MAG Standardization/NATOPS program.
 - b. Ensure that assistant Standardization/NATOPS evaluators are appointed for each type/model/series aircraft within the MAG.
 - c. Ensure each aircraft squadron has completed an annual NATOPS Evaluation in accordance with reference (p). Retain a copy of the results for one year from the date the evaluation was conducted.
 - d. Maintain a current master library of NATOPS flight manuals (NFMs), pocket checklists (PCLs), functional checkflight checklists, and publications associated with each type/model/series aircraft within the MAG.
 - e. Generate and review recommended urgent and routine changes to the NATOPS flight manuals and submit the information per reference (m).

4. Squadron Standardization/NATOPS Instructor. Specific duties of the squadron Standardization/NATOPS Instructor include but are not limited to:

a. Review NATOPS Flight Personnel Training and Qualification Jackets (OPNAV form 3760/32) and ensure proper documentation of all flight crewmember qualifications are in compliance with NATOPS. This includes flight physicals, instrument ratings, flight physiology, water survival, and egress training.

b. Ensure each NA/NFO/crewmember is maintaining a current NATOPS flight manual and pocket checklist.

c. Document the completion by all aircrew of the monthly review and test of emergency procedures. This test can be either written or oral. The use of a flight simulator to test emergency procedures is encouraged, where available. Results of the emergency procedures review will be logged and maintained for one year. Results are not required to be maintained in the individual's NATOPS Flight Personnel Training and Qualification Jacket.

d. Administer random NATOPS evaluations on aircrews.

e. Maintain currency concerning developments in the NATOPS effort for type/model/series aircraft.

f. Review applicable NATOPS publications to determine any conflicts that may exist and initiate action to correct such discrepancies.

g. Ensure a request for waiver is submitted via the chain of command, in accordance with reference (n) and (p), whenever compliance with any prescribed OPNAV/NATOPS policy/procedure is found to be impractical or it is desired that a new procedure be initiated.

h. Initiate action in the form of urgent or routine change recommendations when new or improved procedures indicate the advisability of such changes.

i. When appropriate, ensure the taxi and turn-up license program is administered, as prescribed in the current edition of reference (f).

j. As desired, review the skeleton NATOPS jacket for all visiting aircrew not assigned to fly with the squadron, but who are scheduled to fly. Wing and group aviators may be authorized to fly with a squadron while actually assigned to fly with a different squadron. The squadron to which these aircrew are assigned to fly maintains their permanent NATOPS jacket. The

aviators are required to maintain a skeleton jacket and bring it with them on days they are scheduled to fly with other squadrons.

5. Squadron Enlisted Standardization/NATOPS Instructor. The squadron enlisted Standardization/NATOPS instructor is responsible for the following:

a. Review local records of enlisted personnel on aircrew orders or in flight status and ensure that each possesses a current flight physical and that a copy of medical clearance is on file prior to issuance or continuation of enlisted flight orders.

b. Review local records of enlisted personnel on aircrew orders or in flying status and ensure that each aircrewmember and non-aircrewmember possesses certification of current applicable physiology and water survival training, as required by reference (m).

c. Review aircrew training records to ensure that training requirements for aircrew and non-aircrewmembers as published in reference (q) and the applicable NATOPS Flight Manual are accomplished.

3004. NATOPS AND INSTRUMENT EVALUATION PROGRAM. The NATOPS Evaluation Program shall be carried out prior to the issuance or renewal of a NATOPS designation or instrument rating or qualification per reference (m) and (q). Additional information to assist in the implementation of the NATOPS check procedures and records are covered in each NATOPS manual.

1. NATOPS Evaluations and Check Flights. Reference (m) and (p) outline the requirements for both annual NATOPS unit evaluations and aircrew check flights. Both of these requirements should be used as a tool to increase operational readiness through standardization. At a minimum, the following applies to the 1st MAW Standardization/NATOPS evaluation program.

a. Unit Standardization/NATOPS Evaluations. The MAG Standardization/NATOPS Evaluator is responsible for ensuring a Standardization/NATOPS evaluation is conducted on each aircraft squadron that is under their cognizance. This evaluation will be conducted annually and adhere to the specific requirements as set forth in reference (m) and (p). Due to the number of 1st MAW aircraft squadrons that are on a six month unit deployment plan (UDP), an annual evaluation that is given prior to the squadrons arrival to 1st MAW, that remains current throughout their deployment, will fulfill the requirement. Results of the evaluation will be kept on file 12 months from the date of the inspection.

b. Aircrew Standardization/NATOPS Checkflights. The squadron Standardization/NATOPS instructor is responsible for ensuring a Standardization/NATOPS checkflight is conducted on each squadron aircrew that is under their cognizance. The following specific requirements apply:

(1) Aircrew not possessing a current Standardization/NATOPS checkflight in model(s) flown, shall satisfactorily complete an initial checkflight within six months after commencement of training or within six months following receipt by the unit of NATOPS manuals and NATOPS grading criteria, whichever is later.

(2) Standardization/NATOPS checkflights shall be completed at least annually and within 12 months of the preceding evaluation.

(3) NAs and NFOs returning from assignments/flying status where a valid Standardization/NATOPS evaluation could not be performed, shall be granted a period of three months in which to complete the evaluation. These circumstances will be limited to hospitalization, temporary removal from a flying status by competent authority, or assignment to a billet where certain flight requirements have been waived by CMC. Unless reasons for expiration in the case are related to these circumstances, the squadron commanding officer shall direct the NA/NFO to appear before a Field Flight Performance Board (FFPB).

(4) The requirement for an FFPB may be waived if, in the opinion of the commanding officer, expiration of the Standardization/NATOPS qualification was beyond the control of the individual NA/NFO.

(5) Waivers must be filed in the NAs/NFOs NATOPS Qualification Jacket. There is no waiver for a Standardization/NATOPS checkflight, only the requirement to conduct an FFPB.

(6) Those personnel authorized a waiver shall undergo a Standardization/NATOPS checkflight at the earliest opportunity.

2. NATOPS Instrument Flight Ratings and Qualification. Reference (m) prescribes the standards for the maintenance of instrument flying qualification by all NAs and NFOs and sets forth procedures for the conduct of instrument flights in naval aircraft. This manual implements those procedures in 1st MAW. The following activities shall support the Instrument Flight Program (IFP):

a. Instrument Flight Board (IFB). Aviation groups are required to establish an IFB to ensure effective review and evaluation of instrument ratings and qualifications within 1st MAW. The establishment of a squadron IFB is recommended, but not

required, in those 1st MAW squadrons whose pilots are required to complete a formal instrument course at a designated instrument training facility.

(1) The IFB should consist of the prescribed members as established in reference (m). The members of the board will individually conduct and collectively review the instrument evaluation of NAs and NFOs within respective units.

(2) Members of the IFB should hold special instrument ratings.

b. Instrument Ground School (IGS)

(1) IGS will be held at appropriate locations to accommodate all NAs and NFOs within the 1st MAW. Normally, MAG-36 will conduct training for NAs/NFOs assigned at Okinawa and MAG-12 will provide training for NAs/NFOs assigned at MCAS Iwakuni.

(2) 1st MAW formal IGS shall emphasize International Civil Aviation Organization (ICAO) procedures.

(3) The instrument examination shall consist of 50 general questions and 25 questions pertaining to either the high or low altitude route structure, as applicable to the type aircraft flown. The content of the examination shall stress Western Pacific publications and ICAO procedures.

(4) Examination grades will be computed on 4.0 scale and converted to a grade of "qualified" or "unqualified." Aviators must score 3.5 or higher to obtain a grade of "qualified."

3. Instrument Rating Issuing Authorities. Group and squadron commanding officers are authorized to sign Instrument Rating Request Forms (OPNAV 3710/2), as stated in reference (m), with the following exceptions:

a. CG 1st MAW shall be the issuing authority for group commanding officers.

b. Group commanding officers shall be the issuing authority for squadron commanding officers.

4. Instrument Program Execution Responsibilities

a. DOSS. The 1st MAW DOSS is tasked with the responsibility of supervising the overall program of instrument qualification for all NAs and NFOs assigned to fly 1st MAW aircraft. The DOSS shall:

(1) Review and approve instrument examinations for 1st MAM units prepared by MAG-12 and MAG-36.

(2) Review training schedules and ensure that instrument ground schools are scheduled at least quarterly with monthly classes preferred.

b. Commanding Officers of Aviation Units

(1) Group/squadron CO's and detachment OICs shall thoroughly review the requirements for instrument ratings and qualifications as discussed in reference (m). Areas of primary importance are extensions, revocations, and failure to meet the requirements for instrument rating and qualification.

(2) Additionally, MAG-12 and MAG-36 shall:

(a) Provide a quarterly schedule of Instrument Ground School courses via message to CG, 1st MAM (Attn: DOSS) to arrive no later than 31 December, 31 March, 30 June, and 30 September with the time, date, and location of the Instrument Ground School and alternate dates, if any. The message should be provided to "info addressees" as appropriate.

(b) Provide instrument examinations to the CG, 1st MAM (Attn: DOSS) for review upon the occasion of annual update. Emphasis should be placed upon standard ICAO procedures and pertinent local area instrument procedures.

(c) Provide personnel and coordinate resources to conduct IGS classes.

c. NAs and NFOs. All NAs and NFOs shall attend a formal IGS and shall complete and pass an annual written examination. NAs will also satisfactorily complete an instrument evaluation flight. NFOs regularly assigned to and qualified in an aircraft requiring a Flight Officer and who perform co-pilot duties are strongly encouraged to complete and document an instrument evaluation flight.

3005. NATOPS FLIGHT PERSONNEL TRAINING AND QUALIFICATION JACKET

1. NATOPS Qualification Jacket. Pertinent information on the contents, security, maintenance, and disposition of the NATOPS Flight Personnel Training and Qualification Jacket is contained in reference (m). A qualification jacket shall be maintained for all personnel whose presence is required onboard an aircraft to perform crew functions in support of the assigned mission (e.g., copilot, crewchief).

2. "Skeleton" Jacket. 1st MAW aviators are normally assigned to fly with one squadron. The squadron to which the aviator is assigned shall be responsible for that aviator's annual flight minimums and the maintenance of the NATOPS qualification jacket. When aviators are authorized to fly with other squadrons, each aviator will be responsible for maintaining a "skeleton" NATOPS jacket with contents as described below. This skeleton jacket will be delivered to the ODO or NATOPS officer of the squadron with which the aviator is flying on the day of the flight. The responsibility for ensuring that all required forms are current is the aviator's. The squadron NATOPS officer should review the skeleton jacket prior to the flight to ensure its currency. The skeleton jacket shall include, but is not limited to, copies of the following records:

- a. Current Annual Flight Physical (SF 88/SF 93) or Medical Clearance (NAVMED Form 1381).
- b. Certification of current physiology (NAPT) and water survival (NAWSTP) training (OPNAV 3760/32F).
- c. NATOPS Evaluation Report (OPNAV Form 3510-8).
- d. Current Instrument Rating Request form (OPNAV Form 3710/2).

3006. STANDARDIZATION BOARD

1. Aviation units shall have a Standardization Board per reference (c). The purpose of this board is to review current operating procedures to ensure adherence to established standardization/ NATOPS principles. Additionally, recommendations for approval of new designations to the commanding officer and review of previous designations for all members of the unit is accomplished.
2. Membership shall include the DOSS, Operations Officer, Maintenance Officer, Standardization/NATOPS Officer, and ASO. The chairman will be designated by the commanding officer; the executive officer is often assigned as the chairman.
3. Meetings shall be conducted monthly and the minutes shall be retained for two years.

3007. FLIGHT TIME MINIMUMS AND WAIVERS

1. Annual Minimums. Accomplishment of annual flying hour minimums is required for all Marine Corps NAs and NPOs on DIFOP orders as defined in reference (n). Waiver requests are required

for Marine Corps NAs and NFOs who fail to meet minimum annual flight time requirements and shall be submitted to CMC, (Code SD), via the chain of command to arrive at 1st MAW as soon as possible after the end of the fiscal year, or when it becomes apparent that flight minimums cannot be reached, as per reference (a). Endorsements must be obtained from the unit assigned to provide annual flight minimums for the officer involved.

2. Flight Hour Requirements. Reference (a) and (c) describe, in detail, how to determine flight hour requirements.

3008. NAVAL AVIATION PHYSIOLOGY TRAINING PROGRAM (NAPTP) AND NAVAL AVIATION WATER SURVIVAL TRAINING PROGRAM (NAWSTP)

1. Requirements. Commanding officers shall ensure that all flight personnel receive both initial and refresher training in the naval aviation physiology training program (NAPTP) and the naval aviation water survival training program (NAWSTP). These requirements are delineated in reference (a).

2. Training Waivers. Personnel delinquent in the minimum NAPTP/NAWSTP refresher training requirements shall not be scheduled to fly unless a waiver has been granted by COMMARFORPAC.

3. Waivers For Selected Passengers. Waivers of physiology and water survival training for those non-crewmembers designated as selected passengers, as defined by reference (a), are significantly restricted and only apply to orientation and indoctrination flights. NAPTP/NAWSTP waivers for flights in ejection seat aircraft will, in general, not be granted. Letters or messages authorizing flight approval and NAPTP/NAWSTP waivers shall contain specific verbiage on what is approved and what is waived. Requests for waivers should be addressed to the following:

a. Approval authority for U.S. military non-crewmembers is requested from CG 1st MAW.

b. Approval authority for all other personnel, including foreign military personnel and civilian contractors is requested from CMC, (Code SD). Additionally, CNO (N88) and COMMARFORPAC shall be information addressees.

c. When in doubt, requests for waivers should be addressed to CMC, (Code SD) via 1st MAW.

4. Waiver Requests. All waiver requests will be submitted via 1st MAW DOSS.

5. Authorization. If authorization for flight of non-crewmembers is received, careful attention to the limitations

contained in the waiver is required. In addition, reference (m) contains specific requirements and limitations for flight of non-crewmembers and must be reviewed by the squadron CO and pilot in command for flight planning and execution.

3009. NATOPS ADMINISTRATIVE PROCEDURES

1. NATOPS Publications. Each unit is responsible for obtaining, issuing, and tracking copies of the applicable NATOPS flight manuals and pocket checklists for each pilot and crewmember assigned to the squadron, or assigned to fly with the squadron. Current status of NATOPS publications is provided through the Navy Tactical Support Activity by means of a quarterly NATOPS status report that is distributed on the Navy Tactical Information Compendium (NTIC) Series B1 CD-ROM disks. Each unit shall maintain the most current report.

2. NATOPS Changes. NATOPS publications must have input from the user to maintain the effectiveness of the program. All units are encouraged to submit recommendations for changes to NATOPS manuals whenever operating experience indicates a change is warranted. The majority of changes will originate at the squadron level. However, any individual may originate a change. Procedures for submitting changes are outlined in reference (m). A copy of any change recommendation shall be forwarded to the CG, 1st MAW (Attn: DOSS).

3. NATOPS Procedures Waivers. When a situation occurs where compliance with prescribed NATOPS procedures is not reasonable, or when there is a desire to modify or change to a new procedure, a request for waiver shall be made. The waiver shall specify the purpose, justification, and length of time the waiver is desired. Waivers for the purpose of developing a new procedure shall not be extended indefinitely. After a reasonable period of time, the unit shall provide a NATOPS change recommendation or revert to compliance with the NATOPS manual. Rejection of such a NATOPS change recommendation at either the COMMARFORPAC or CNO level shall terminate related waivers. The waiver shall be submitted to the CG, 1st MAW (Attn: DOSS) via the parent group. 1st MAW will forward the request per reference (m). Copies of waivers granted shall be forwarded to MARFORPAC (NATOPS Coordinator), COMNAVSAFECEN (Code 11) and to CNO (N889J3).

4. Special NATOPS Instructions

a. NATOPS Billets. Each assigned Standardization/NATOPS billet shall maintain desk top procedures and turn over folders per reference (m) and (r).

b. Flight Status and Requirements

(1) The Standardization/NATOPS Supervisor and Standardization/NATOPS Evaluator(s)/Instructors shall maintain a high degree of proficiency in at least one type/model/series aircraft assigned to 1st MAW units.

(2) Unit commanders shall, upon request, schedule 1st MAW and/or parent group Standardization/NATOPS personnel for annual Standardization/NATOPS evaluation flights as well as routine missions.

c. Liaison. In order to correlate data, locate areas of weakness, and recommend corrective action, direct liaison is considered essential in administering this program. Squadron Standardization/NATOPS Instructors are authorized and encouraged to maintain direct liaison with group evaluators, the 1st Standardization/NATOPS Supervisor, and other Standardization/NATOPS personnel on matters pertaining to their aircraft model.

SOP FOR SAFETY AND STANDARDIZATION

CHAPTER 4

GROUND SAFETY PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	4000	4-3
ORGANIZATION AND RESPONSIBILITIES.....	4001	4-3
HAZARD DETECTION.....	4002	4-8
HAZARD ELIMINATION.....	4003	4-12
INFORMATION DISSEMINATION.....	4004	4-17
PRE-MISHAP PLANNING.....	4005	4-18
REPORTING.....	4006	4-19
INVESTIGATION.....	4007	4-22

CHAPTER 4

GROUND SAFETY PROGRAM

4000. GENERAL

1. Policy. The 1st MAW Ground Safety Program is intended to preserve scarce war fighting assets and to limit risk to people, materiel, and equipment. Success in fulfilling this intent depends on continuous professional behavior; adherence to procedure, increased knowledge, development of skills, and the willingness to apply common sense to the situations that routinely confront 1st MAW personnel in both garrison and field environments.
2. Background. The Marine Corps Ground Safety Program, reference (a), assigns responsibilities and publishes instructions for administering the Ground Safety Program. Reference (s), General Industry Standards, shall be the primary document for ground safety compliance within 1st MAW. In cases of conflict between Marine Corps directives and the Occupational Safety and Health Administration (OSHA), the more stringent standard shall apply. Reference (a) also makes established Federal Occupations Safety and Health Standards applicable to the Marine Corps. Reference (t), the Unit Safety Program Management Manual, contains useful information and guidance for implementing the Ground Safety Program at the unit level.

4001. ORGANIZATION AND RESPONSIBILITIES

1. 1st MAW GSM. Management of the 1st MAW Ground Safety Program shall be the responsibility of the 1st MAW GSM, who reports directly to the 1st MAW DOSS. In addition to the duties outlined in reference (a), the following special duties apply:
 - a. Monitor the ground safety programs conducted by 1st MAW units with emphasis on the identification, reporting, and correction of known or potential hazards. This supervisory responsibility shall include, when necessary, a recommendation for the immediate cessation of any operation or practice which poses a danger to personnel or likely damage to government property.
 - b. Ensure timely, accurate, and complete ground mishap reporting is accomplished.
 - c. Conduct, coordinate, or assist in safety and health inspections and training of 1st MAW units for the purpose of identifying and correcting hazardous practices or situations.

- d. Establish and maintain close and continuing liaison with group/unit safety personnel to ensure maximum cooperation in matters of mutual concern, completeness and accuracy of mishap/hazard reports, and the effectiveness of mishap prevention efforts.
- e. Conduct mishap trend analysis of all defined ground mishaps involving 1st MAW personnel, facilities, or equipment.
- f. Assist units in the organization, implementation, and administration of a Motor Vehicle Safety Program for government and privately-owned vehicles, including a Motorcycle Safety Program when applicable.
- g. Participate in the budgetary process for the planning of expenses to support the 1st MAW Ground Safety Program for the purpose of procurement of safety training materials, training of personnel, and expenses associated with inspection trips and staff assist visits by 1st MAW Ground Safety personnel.
- h. Provide FAI support as requested by the Wing Inspector.
- i. Coordinate and consult with 1st MAW special staff members on safety and health matters, traffic management, ordnance safety, hazardous materials handling, and other safety-related areas.

2. Group GSM

- a. The Group GSM shall be assigned in writing and shall be a member of the group commander's special staff. The Group GSM shall report to the group commanding officer or the group DOSS, as appropriate.
- b. The Group GSM, normally an experienced officer or SNCO, will coordinate and monitor the Ground Safety Program within the group. The group GSM will also be the primary point of contact with the 1st MAW GSM.
- c. Collateral duties or other special project assignments (e.g., JAGMAN Investigations or Courts-martial) should avoid any conflict of interest with the duties of ground mishap prevention.
- d. In addition to the duties outlined in reference (a), the following specific duties and responsibilities apply:
 - (1) Prepare the group Ground Safety SOP to publish the policies and guidelines of the group commanding officer as they apply to hazard detection, elimination, and information dissemination within the activity.

(2) Administer an education and training program for all units with the group to include:

- (a) Accomplishment of unit GSM/NCO training.
- (b) Shop supervisor safety training.
- (c) Sports and recreation safety.
- (d) Safety orientation for newly assigned personnel.
- (e) Sight and hearing conservation program.
- (f) Foot and hand hazard protection program.
- (g) Hazard communication program
- (h) Respiratory protection program
- (i) Home and barracks safety.
- (j) Motor vehicle (government and private) mishap prevention.
- (k) Motorcycle safety program.

e. Procure/distribute ground safety information and promotional materials.

f. Maintain complete and current records of all reportable mishaps as defined in reference (u). In conjunction with this, a comprehensive analysis of all mishaps involving personnel, equipment and facilities of the group shall be accomplished. Mishap reports of assigned units shall be reviewed for completeness and compliance per reference (u).

g. Supervise the management of each unit's Ground Safety Program to ensure that a GSM and a Ground Safety NCO are assigned in writing, properly trained, and that the provisions of this Manual are enforced.

h. Provide guidance, assistance, and training support to units, as required or requested.

i. Prepare a comprehensive turnover folder with desktop procedures, to assist in a smooth and rapid transition between GSM's.

j. Maintain a complete and current reference library that contains safety publications, brochures, and other safety related material that will benefit the group safety program.

k. Participate in the budget process to ensure adequate funds are identified and procured to correct deficiencies within the group/unit including requirements for training, reference material, and safety literature.

l. Prepare the group quarterly Consolidated Mishap Report (CMR) for submission to the 1st MAW DOSS.

3. Group Ground Safety NCO

a. A Ground Safety NCO should be assigned to assist the GSM.

b. In the absence of the GSM, the Ground Safety NCO will perform Ground Safety duties at the direction of the group DOSS.

c. An Aviation Safety Statistician, or NATOPS NCO, if assigned, may also be assigned the collateral duty of Ground Safety NCO.

4. Unit GSM

a. The unit GSM shall be assigned in writing by the commanding officer and have a position on the commanding officer's special staff. If a full-time GSM is not assigned, it may be an additional duty of the DOSS, Standardization/NATOPS Officer, or S-4 Officer.

b. The unit GSM shall keep the commanding officer informed at all times of the safety related problems encountered in the unit. A narrative report of safety conditions, problems, and recommended corrective action shall be submitted quarterly to the commanding officer.

c. Using the applicable group SOP and reference (j), the unit GSO shall develop and implement the unit Ground Safety SOP.

d. Additional specific duties include:

(1) Update the unit Ground Safety SOP to include policies promulgated by higher headquarters.

(2) Initiate actions to stimulate interest in safety, such as lectures, posters, handouts, and bulletin board materials.

(3) Established procedures for submitting and responding to reports of unsafe and unhealthful working conditions and identifying and resolving problems.

(4) Establish procedures to monitor Personal Protective Equipment (PPE). Schedule appointments for personnel requiring

physicals and assign those personnel to medical surveillance programs when appropriate.

e. Administer the Mishap Reporting System within the unit. Each shop or section supervisor shall complete and forward to the unit GSM an appropriate notification of all mishaps involving injury, property damage, or work stoppage within their area of responsibility.

f. Conduct monthly safety and health inspections/surveys of all operations and spaces within the unit. Document discrepancies and corrective action and submit reports to the commanding officer and the unit department heads. Maintain records for two years to facilitate trend and hazard analysis.

g. Provide timely technical assistance in the investigation and reporting of incidents. Exercise supervisory authority in such investigations.

h. Administer an education and training program for all unit personnel as stated in subparagraph 4001.6.g and 4002.3 of this Manual.

i. Establish and maintain liaison with agencies, both military and civilian, who can assist in promoting the safety program and provide instructional support for training and education programs.

j. Prepare and maintain a comprehensive turnover folder to assist and ensure uninterrupted administration of the unit Ground Safety Program.

k. Establish a record keeping system within the unit, with desktop procedures, to ensure all safety reports and safety records are properly filed and kept for the appropriate time periods.

l. Maintain a complete and current reference library.

5. Unit Ground Safety NCO. The unit Ground Safety NCO, when assigned, shall assist the unit GSM in performing of all assigned duties.

6. Supervisors

a. Unit commanding officers shall ensure that all personnel who supervise six or more Marines receive a minimum of eight hours of instruction annually on safety subjects, mishap reporting, and investigation procedures. Safety training shall be focused towards MOS related training lectures, materials, and demonstrations.

- b. Supervisor training shall include the recognition and elimination of hazards and the development of other skills required to implement safety programs at the working level.
- c. Supervisors shall ensure that assigned work space areas are inspected for hazards and unsafe practices.
- d. Supervisors shall hold weekly shop or section safety meetings to elicit suggestions from personnel to enhance safety awareness. The meeting may be combined with regularly scheduled shop or work related meetings. Problems that cannot be corrected by the supervisor will be forwarded to the unit Safety Committee or council for appropriate action.
- e. Supervisors shall report all mishaps and related hazards to the Unit GSM.
- f. Supervisors shall immediately investigate all mishaps for corrective measures within their cognizance.
- g. Supervisors shall ensure the following individual training takes place:
 - (1) Initial safety indoctrination.
 - (2) On-the-Job Training (OJT), emphasizing safety where appropriate.
 - (3) Technical training, with proper emphasis on safety.

4002. HAZARD DETECTION. Hazard detection is an all hands effort. Each unit is responsible for establishing a program that includes procedures for hazard detection. The most effective way to detect hazards is accomplished by individuals or units which have direct knowledge of those circumstances which present a hazardous situation/environment. However, the ground safety program requires all levels of command to actively participate in hazard detection.

1. Detection Methods. Hazards may exist as a result of poor design, improper or unprofessional work or operational practices, inadequate training or preparation, inadequate instructions or publications, or because the environment is demanding. The most effective detection method is through individuals who are properly trained and familiar with their environment, identifying potential hazards. Additionally, hazards may be detected through safety surveys/inspections. Hazards identified in equipment, systems, and operations deficiencies shall be handled in accordance with priorities and procedures outlined in reference (a) and this Manual.

2. Safety Surveys. Formal Ground Safety surveys provide the unit commander with a review of environment hazards as well as an examination of the unit's mishap prevention program. The results of the safety survey are candidly reported only to the unit's commanding officer.

3. Site Surveys. Site surveys should be conducted at sites which units deploy to on a temporary basis. A site survey is less extensive than a safety survey and concentrates on points-of-contact, facilities, and operational conditions at the new site. These surveys should be completed prior to or as soon as possible after the units arrival.

4. FAIs. FAIs examine the administration and management of a unit's ground safety program to determine compliance with directives issued by higher headquarters.

a. General. FAIs determine and enhance the level of safety awareness in a unit. They are conducted as part of the Commanding General's Inspection Program.

b. DSS FAI Responsibilities

(1) FAIs are an annual requirement for permanent change of station (PCS) units. An FAI must be conducted within 90 days of arrival to 1st MAW for those units in the unit deployment program (UDP).

(2) The scheduling, completion, and reporting of all FAIs shall be directed by reference (d).

5. 1st MAW Ground Safety Survey Team. Units shall implement safety surveys per reference (a) to include foot, sight, hearing conservation, respiratory protection, hazardous materials, and other as necessary.

a. Composition. A 1st MAW Ground Safety Survey Team shall be composed of the 1st MAW GSM or 1st MAW Industrial Hygiene Officer, group/unit GSM, and representatives from the functional areas to be surveyed.

b. Procedures. The Safety Survey Team shall survey areas, processes, and occupations within the unit to determine problem areas, personnel requiring PPE, personnel requiring physicals and/or assignment to a medical surveillance program, and whether or not others in the vicinity of these operations need protection. Injury records shall be maintained and shall be studied by the team as an additional check for potential hazards. During the survey, problem areas will be determined and recorded. The Safety Survey Team shall make recommendations to the commanding

officer delineating areas, processes, and occupations considered to require corrective actions.

c. Evaluations. Whenever new processes or procedures are adopted, the department or section will notify the unit GSM to request a Safety Survey to determine whether or not special controls are required. An annual reevaluation of processes and areas is required to determine the continuing need for controls.

6. Inspection Requirements and Procedures. Ground safety and occupational health inspections in 1st MAW shall be conducted per reference (a) and this Manual. Standards and requirements of reference (s) shall be used as inspection criteria.

a. Workplaces and Activities. All workplaces and activities under the permanent cognizance of 1st MAW shall be separately inspected at least annually by qualified ground safety and occupational health personnel from 1st MAW and at least quarterly by group safety personnel. Additionally, each unit assigned to 1st MAW through the UDP will receive an FAI from the 1st MAW GSM within 90 days after arrival.

b. Inspector Qualifications. Qualifications for inspectors shall be based on the degree of hazard and complexity of the area or operation to be inspected. Graduates of Marine Corps sponsored ground safety courses, Naval System Command (NAVSEA) safety courses, or other approved formal training programs are considered qualified to inspect operations and facilities within 1st MAW. Certain aspects of industrial hygiene and occupational health require the expertise of an industrial hygienist.

c. Unit Representative. The unit's GSM or an appointed representative shall accompany the inspecting party during actual inspection. Members of the organization's safety committee shall also be included in the inspection party in order to take advantage of the inspector's expertise and to broaden their knowledge of workplace conditions. In addition, inspectors should consult with personnel assigned to the workplace being inspected on matters affecting their safety and health, and personnel should be offered the opportunity to identify unsafe or unhealthful working conditions without reprisals.

d. Inspection Debrief. At the conclusion of the inspection, the inspector shall debrief the officer-in-charge of the workplace and the unit commanding officer. Dangerous situations and/or serious violations discovered during the inspection shall be brought to the immediate attention of unit supervisors, including the commanding officer, for necessary action to protect affected personnel.

e. Written Reports. Written reports of workplace inspections shall be distributed to appropriate personnel, via the unit commanding officer. This is to assure rapid and effective remedial action to correct deficiencies. Such reports shall contain references to standards or other directives violated, unsafe work practices and supervisory deficiencies observed. The report will also include recommended corrective actions.

f. Corrective Actions. All discrepancies must be corrected. The commanding officer of the inspected unit will report corrective actions to the CG, 1st MAW (WGINSF), via the chain of command. Okinawa-based units will provide the report of corrective action no later than 25 days from the date of the original transmittal from the Wing Inspector; Iwakuni-based units will report corrective action no later than 30 days from the date of original transmittal. If corrective actions have not been completed by the date of the CO's report of corrective action, the expected completion date must be indicated and a final report must be submitted on that date.

7. Inspection Responsibilities

a. 1st MAW DOSS

(1) The 1st MAW GSM is directly responsible to the 1st MAW DOSS in all matters pertaining to ground safety within 1st MAW.

(2) 1st MAW organizations needing assistance may request a courtesy staff visit from the GSM that falls within their next higher level chain-of-command (e.g., squadron requests to the group, group requests to the Wing).

b. Group GSM. Each group GSM shall conduct an inspection or survey of component units at least quarterly. Discrepancies noted shall be forwarded to the unit commanding officer for corrective action.

c. Unit GSM

(1) Each unit GSM shall conduct an inspection of all of the unit's activities, facilities, and equipment monthly.

(2) A system shall be established for documenting and reporting discrepancies to the officer-in-charge of the workplace concerned and for requiring specific corrective actions within a reasonable period of time.

(3) Corrective actions shall be documented and reported to the unit GSM for follow-up on effectiveness and/or adequacy.

(4) Discrepancy Reports and Corrective Action Reports shall be assembled and forwarded to respective officers-in-charge and the commanding officer for review, comment, or action as appropriate.

(5) A system shall be established to monitor trends in hazardous conditions and unsafe activities and to verify adequacy of corrective actions.

4003. HAZARD ELIMINATION. Hazards are eliminated or mitigated by physically removing them, and/or by programs of increased awareness and education. An understanding of the consequences of hazards is necessary for an individual to make a risk assessment and take corrective action. Specific activities for hazard elimination and mitigation include an "all-hands" education process, reporting efforts, training programs, and designated councils and committees.

1. Hazard Reporting

a. Hazard Reporting Program. All personnel who observe an unsafe or unhealthful working practice or condition, or violation of a safety or health standard, should verbally advise their work place supervisor and GSM of the deficiency. Written notification may be in the form of a letter/memo describing the problem or deficiency or a written work request for corrective action to be taken. A copy of the written notification should be maintained on file in the unit safety office until the hazard has been corrected.

b. Anonymous Reports Program. Anonymous reporting programs are often helpful in obtaining information that personnel are unwilling or unable to present in person. Some provision for anonymous reporting is normally helpful and should be made readily accessible to all unit personnel.

2. Prevention Programs

a. Motor Vehicle Accident Prevention Program. Reference (v) establishes policy, responsibilities, and procedures for the supervision of a Motor Vehicle Traffic Safety Program. Unit ground safety personnel shall review and incorporate appropriate requirements into unit programs. Of particular importance is the need for unit safety personnel to monitor the training and licensing of operators of government motor vehicles, ground support equipment, and tactical engineering equipment. This is to ensure maximum emphasis on safety and mishap prevention. Driver improvement, remedial driver training, and motorcycle training and licensing programs are conducted by MCB, Camp Butler Safety for

1st MAM units on Okinawa. Similar training is provided at MCAS Iwakuni for Iwakuni-based 1st MAM units.

b. Sports and Recreational Activities Safety Program. This program shall be organized and conducted per reference (a). Additionally, all 1st MAM personnel shall adhere to local base regulations and to the running policy provided below:

(1) Running shall be accomplished on the right side of the road facing traffic.

(2) The use of portable cassette players or radios with headphones (e.g., walkman) while running is restricted to track facilities, athletic fields, fitness trails, or other designated running areas.

(3) Unit formations shall run on the right side of the road facing traffic. Two road guards shall precede and trail the formation. Road guards shall wear reflective vests and shall carry flashlights during the period 1/2 hour after official sunset until 1/2 hour before official sunrise. Where possible, commanders should consider running their units only in grassy areas away from roads and during daylight hours.

c. Home and Barracks Safety Program. Units shall incorporate into their safety training and information program appropriate emphasis on home and barracks mishap prevention. This program must be primarily one of hazard awareness training and education to instill positive safety attitudes. Procurement and distribution of materials available through the National Safety Council and other safety organizations are the most expeditious and effective means of increasing awareness in this area.

d. Hearing Conservative Program. This program shall be organized and conducted per reference (w) and current local directives. Units are required to identify noise hazard areas and regularly monitor personnel working in those areas for hearing loss. Units shall provide, and require the use of, hearing protection for all personnel exposed to 85 decibels or more. They shall conduct an education program addressing the physiological aspects of extreme noise levels.

e. Sight Conservation Program. This program shall be organized and conducted per reference (s).

f. Hand and Foot Protection Program. This program shall be organized and conducted per reference (s).

g. Respiratory Protection Program. This program shall be organized and conducted per reference (s) and Appendix E of this

Manual. The 1st MAW Industrial Hygiene Officer can provide guidance in the implementation of a respiratory protection program.

h. Hazard Communication Program

(1) This program shall be organized and conducted per reference (s) and Appendix D of this Manual. Of particular importance within this program are the health hazards of the many chemicals and solvents used in maintenance and fabrication operations by 1st MAW Units. Education programs shall be instituted to maximize awareness at all levels of the hazards associated with flammable, corrosive, toxic, or otherwise hazardous materials. Safety personnel shall ensure that all operations involving hazardous materials are identified and adequate control measures implemented.

(2) Each unit shall assign in writing a person to be responsible for the hazardous material acquired and used within the unit. This person shall be trained in the handling, storage, and disposal of hazardous waste.

(3) A Material Safety Data Sheet (MSDS) shall be obtained and maintained in the vicinity where hazardous material is used or stored.

(4) Each unit will maintain an inventory of all hazardous material on hand.

i. Occupational Safety and Health Program. This program shall be organized and conducted per reference (a). Every effort shall be made to provide a safe and healthful working environment for every person assigned to the command or affected by its activities.

3. Training Programs

a. Initial Safety and Indoctrination. A program shall be organized wherein all newly assigned personnel receive indoctrination training in the safe performance of their duties, including the use of personal protective equipment, proper tools and equipment, and the hazards of their particular work environment.

b. OJT. Mishap prevention shall be introduced into all OJT programs, whether formal or informal. Lesson plans, syllabi, or other training materials shall be reviewed by unit safety personnel to ensure adequate emphasis on safety.

c. Technical Training. Technical training is one of the most efficient forms of safety education and training in that little time is lost and the trainees are in their working

environment. Unit safety personnel shall assist supervisors in preparing safety oriented lesson plans and shall provide support as required. Training schedules shall include safety related topics on a regular basis and records shall be maintained of lesson plans, syllabi, and rosters of attendees. These sessions shall be monitored by the unit GSM and/or the safety NCO. Proper documentation of ground safety training will be an inspection item on all 1st MAW Ground Safety FAIs.

4. Councils and Committees

a. Combined Ground Safety/Safe Driving Council. This council is sponsored by the CG, MCB, Camp Butler. The council meets quarterly and includes membership from all major Marine Corps commands on Okinawa. 1st MAW will be represented by the DOSS, the GSM, the G-4 transportation officer, and the GSMs from MAG-36, MMSG-17, MACG-18, and MWES-1.

b. Local Ground Safety/Safe Driving Council. Each unit will be represented on local Ground Safety/Safe Driving Councils as appropriate by geographical location and commitment. Every effort within reason will be made to support local command safety initiatives.

c. Group Safety Council. Each group is responsible for establishing a safety council as per reference (a). In the interest of efficiency, the council may be combined with other safety councils as long as the spirit and intent of reference (a) and this Manual are met. The council will meet once each quarter or more often if circumstances dictate. Minutes of the meeting will be recorded and forwarded to the commanding officers of each designated safety council member.

(1) Membership. The safety council membership is comprised as follows:

- (a) The group commanding officer or designated representative as the senior member.
- (b) The group GSM/officer as the recorder.
- (c) Subordinate unit GSM.
- (d) Other group staff members, as required by agenda items.
- (e) Marine Corps base/air station representatives as desired.

(2) Purpose of the Council. The safety council's purpose is:

(a) To consider pertinent matters involving occupational health and safety which may effect the units.

(b) To periodically review mishap experience of the units and direct unit safety awareness toward those areas which require special emphasis.

(c) To recommend to the Commanding Officer corrective actions to be taken regarding:

1 Physical or structural alterations designed to eliminate or control hazards.

2 Changes in policies or procedures to minimize unsafe acts.

3 Plans to strengthen the unit's safety programs.

4 The motor vehicle mishap prevention program.

5 Industrial safety.

6 Airfield operations and facilities.

(d) To plan educational and promotional efforts designed to create and maintain interest in safety and promote increased emphasis on mishap prevention.

(e) To review applicable motor vehicle mishap trends, identify hazards, potential mishaps, and recommend preventive actions to counter identified hazards.

d. Unit Safety Committees

(1) Unit Shop Safety Committees (Enlisted Safety Committee, Shop Safety Committee). Units will have a shop safety committee which will include the GSO, the Unit Safety NCO, designated shop representatives, and others appointed at the discretion of the unit commanding officer. Monthly meetings shall be conducted to discuss current problem areas, improve work conditions, and promote an awareness of industrial ground safety problems and potential occupational health illnesses. Minutes of the meetings shall be reviewed by the GSO and forwarded to the appropriate agency for corrective action.

(2) Supervisors Safety/Safe Driving Council. The commanding officer will establish membership for a Supervisor

Safety/Safe Driving Committee to be chaired by the executive officer. Monthly meetings will be documented.

(3) Combining of Committees. In the interest of efficiency, committees may be combined, but records must be kept and the intent of lenient guidance not be subverted.

4004. INFORMATION DISSEMINATION

1. Safety Information Management. All unit personnel must be briefed on, and understand the sensitivity of, privileged information and that it will only be used for safety purposes. When used in the proper forum and context, information concerning events that lead to a mishap provide a critical learning experience to prevent future incidents and must be utilized. When determining whether information is privileged or not, an important rule of thumb must be kept in mind: no mishap, no privilege. That is, the only information that may be considered privileged is that which is related to a defined, reportable mishap.

a. The unit plan of the day will be used to disseminate safety information within the group and the unit.

b. Minutes of all committee meetings shall be distributed to afford equal access to all members of the units and copies posted on the unit ground safety bulletin board.

c. Each unit GSM shall provide and maintain, a ground safety bulletin board to be used to post safety notices, mishap prevention materials, and other safety information. The information shall be clearly identified, current, neat, and of interest to the target audience. The ground safety bulletin board shall be used exclusively for safety related information and not to be used as a general purpose information board.

(1) Specific items to be posted on the safety bulletin board includes:

(a) Unit ground safety SOP.

(b) Mishap reporting forms.

(c) Squadron GSO/NCO names and telephone numbers (photographs are highly recommended).

(d) Emergency numbers for ambulances, military police, and fire department.

(e) Current quarterly consolidated mishap report.

- (f) Safety messages.
- (g) Safety posters.
- (h) Minutes of safety committee meetings.

(2) This bulletin board may be combined with the aviation safety bulletin board for units operating aircraft.

(3) The Ground Safety Bulletin Board shall have a green border with white background. Lettering will be black in color against the white background.

2. Professional Publications. Contributions to safety related magazines is encouraged. Articles should be positive in nature and not reflective of policy or procedures specific to 1st MAW. A copy of all articles submitted should be forwarded to the 1st MAW DOSS.

4005. PRE-MISHAP PLANNING. The ability to effectively handle a mishap, should one occur, requires careful advance planning. At the time of a mishap, the atmosphere will often be one of tension and confusion, and occasionally of grief and loss. Without a clear plan and good general understanding by personnel responsible for its execution, the quality of reporting and investigation can be compromised. Therefore, each group shall ensure that unit ground mishap plans are in place and are understood by all hands.

1. Unit Pre-Mishap Planning. Each unit's GSM shall establish and maintain a unit pre-mishap plan. The plan shall provide clear, concise guidance on the responsibilities, conduct, and procedures that outline step-by-step instructions for all key personnel.

a. At a minimum, the plan shall reflect a system to:

- (1) Initiate emergency first aid.
- (2) Notify the group/unit/section involved and their key personnel.
- (3) Protect the mishap scene. The scene should be controlled to prevent further injury or damage and to preserve evidence.
- (4) Assure a timely investigation.
- (5) Prevent the hazard from recurring.

b. This plan shall be congruent with the unit ground safety SOP and with the aviation pre-mishap plan (if applicable).

2. Mishap Drills. Simulated mishap drills may be held to exercise plans, equipment, and personnel, to familiarize the unit with mishap procedures, and to detect short falls in the plan. Mishap drills may be planned or no-notice and shall be conducted at least semi-annually.

4006. REPORTING. All ground hazards and mishaps shall be reported.

1. Hazard Reporting. The preventive aspects of hazard reporting and the value of such reports to units within and external to the 1st MAW require constant attention. This entails the prompt reporting of all suspected hazards per the current edition of reference (x). Aggressive follow-up, corrective action, and continuing trend analysis are essential to the success of the overall safety program.

2. Mishap Reporting. At all levels the immediate supervisor has the greatest influence on mishap reporting. There are two important things that must be done to ensure that all mishaps are reported:

a. Indoctrinate all subordinates and especially new arrivals, to report all mishaps no matter how small. Assure that personnel fully appreciate hazardous conditions cannot be corrected unless they are reported continuously.

b. Act on all reports immediately; investigate and take corrective measures. Submit the report for those mishaps meeting reportable criteria.

3. Reporting Responsibilities. Responsibility for the reporting of a ground mishap is as follows:

a. For a mishap involving injuries to one or more personnel, the commanding officer of the key person, as defined in reference (x), shall report the mishap. The report should include all personnel injured and property damaged regardless of assignment or ownership.

b. For a motor vehicle mishap, the commanding officer of the operator of the vehicle shall report the mishap. If a Marine has been injured in a vehicle driven by a civilian, the injured Marine's commanding officer shall report the mishap.

c. For mishaps involving property damage other than motor vehicle, the commanding officer responsible for the property that was damaged shall report the mishap.

d. In cases of personnel temporarily assigned (TAD, FAP, etc.) the commanding officer having administrative control of the person responsible for the mishap shall report the mishap, unless otherwise directed by higher authority.

e. In cases of a dispute or inability to resolve responsibility, the first common superior of the commanding officers shall be consulted for guidance. The senior commanding officer should consult 1st MAW DOSS if questions arise or clarification's are needed.

4. Types of Reports. The following mishap reports are applicable to the Ground Safety Program:

a. Flash Report. This report (Appendix B) is intended to provide 1st MAW command element with timely notification of the occurrence of a ground mishap or incident which results in the below-listed injury/damage. The Flash Report is normally submitted telephonically via the chain of command.

(1) Any member of a 1st MAW unit sustaining an injury or occupational related illness which results in dispensary/ hospital treatment (other than first aid or minor medical treatment), loss of one or more working days, restricted work activity for more than five working days, or a fatality.

(2) Damage occurs to government-owned property, material, or equipment as reportable under the provisions of reference (x).

(3) Damage to private property or injuries to individuals for which the government may be liable as reportable per reference (x). This would include such occurrences as a pedestrian struck by a Government Owned Vehicle (GOV), or a government leased vehicle striking a civilian POV on or off base. The report shall contain as much information as possible, but shall not be delayed while amplifying information is obtained. Additional information shall be submitted as it becomes available.

b. Limited and General Use Mishap Reports

(1) Limited Use Mishap Reports will only be used to report mishaps involving complex weapon systems and associated equipment (e. g., guided missiles, laser devices, or armored vehicles). These reports are privileged documents.

(2) General Use Mishap Reports will be used to report all ground mishaps not included in the limited use category.

(3) Limited and General Use Mishap Reports will be submitted by all commanding officers down to the unit level for reportable fatalities, injuries, occupational illness, and property damage occurring within their command or involving personnel attached to their command.

c. Reportable Message

(1) All on-duty mishaps and off-duty private motor vehicle mishaps which result in a loss of duty for any full day, or any full shift on any day subsequent to the mishap, or any fatality, or any mishap causing damage to government-owned or leased property (including GOVs) where the amount is \$2000 or more in direct cost to the government, shall be reported by message format to CMC//SDO// with INFO copy to wing and group, using the format contained in reference (x).

(2) All other class C off-duty mishaps (e.g., recreation, sports, home, barracks, etc.) need not be reported by message but shall be recorded in a log and submitted on the consolidated mishap report.

d. Consolidated Mishap Report

(1) The Consolidated Mishap Report (CMR) is a quarterly report submitted to Headquarters Marine Corps (Code SDO). The purpose of the report is to apprise the Commandant of the Marine Corps of accidental deaths, lost workdays, injuries, and property damage occurring in 1st MAM. Reports shall be completed and submitted to the 1st MAM DOSS by the group ground safety manager/officer.

(2) In order to facilitate the preparation of the consolidated mishap report at this Headquarters, all groups shall submit their reports to 1st MAM not later than five days after the end of each calendar quarter.

(3) Recordable and Reportable Mishaps:

(a) Recordable Mishaps that require log entries are:

1 All mishaps which are reported to the CMC (SDO) per paragraph 4001 of reference (x).

2 All no lost time cases involving civilian employees for whom a claim (i.e., CA-1 Form, CA-2 Form, or CA-6 Form) has been submitted to the Office of Worker's Compensation Programs, Department of Labor.

3 All off-duty mishaps involving military personnel which result in a lost time case.

4 Any other mishaps or near mishaps which are deemed "recordable" by local implementing instructions.

(b) Reportable Mishaps are discussed and defined in chapter 4 of reference (x).

c. Operational Reports (OPREP 3/unit SITREP). The current edition of reference (l), (y) and (z), describe the situations and procedures for the use of the OPREP-3/Unit SITREP reporting system. Making reports under this instruction is an operations function and falls under the purview of the unit S-3.

4007. INVESTIGATION

1. General. In order to produce accurate ground mishap data, a prompt and objective investigation of all mishaps must be conducted.

2. Purpose. The purpose of such an investigation is to discover all applicable cause factors and to report them to the unit commanding officer.

3. Principles of Mishap Investigation. Historical trends in ground mishaps clearly illustrate the necessity to direct investigative efforts toward minor, as well as major, mishaps. The analysis of frequency or mishap potential and identification of causes are essential to systematic control of mishap losses.

a. The purpose of conducting mishap investigations is to determine the basic cause and to formulate corrective action to prevent recurrence.

b. A mishap investigation report is the investigator's analysis and account of a mishap based on factual information gathered by a thorough and conscientious examination of all factors involved.

4. Investigation Procedures. While there are no procedures specifically prescribed for the conduct of mishap investigations, the guidelines set forth in the following paragraphs will assist the person conducting the investigation to prepare a complete and meaningful report.

5. Types of Investigation. The intent of this Manual is not to require or describe any investigation as part of the ground safety program other than an investigation for the sole purpose of mishap prevention.

6. Conducting the Mishap Investigation. Some of the many factors involved in the investigation of mishaps are listed below. These are not all inclusive, but will serve as a basis from which to proceed.

a. Steps should be taken to preserve and or photograph the material evidence.

b. Individuals providing information about themselves in connection with a mishap investigation shall be advised of the purpose and the privileged use of such information.

c. Individuals interviewed during investigations conducted pursuant to this section shall not do so under oath and shall be advised that their statements, oral or written, are for one purpose only; the prevention of further mishaps. This assurance is necessary to obtain complete and candid information regarding the circumstances surrounding a mishap. Information obtained during any investigation conducted under this section shall not be the basis for any administrative, regulatory, disciplinary, or criminal proceeding within the Marine Corps. The doctrine of "Safety Privilege" should be preserved and any information acquired as a result of a safety investigation must be used only for safety purposes.

7. Judge Advocate General (JAG) Investigation Reports. In mishaps involving loss of life or significant property damage, a JAG Investigation is nearly always conducted and a report filed. The report states findings of fact, the opinions of the investigating officer, and the conclusions he/she has drawn. This report is a legal document, admissible in court, and it makes a determination of what happened, why, who was responsible, and what actions should be taken both administrative and punitive. A JAG investigation is not privileged, and can be used as a basis for punitive action. No interchange of information other than real evidence is permitted between the two investigations.

8. Ground Mishap Board (GMB)

a. The GMB is a suggested method which unit commanding officers may use to investigate ground mishaps for the purpose of mishap prevention. Such boards may be directed whenever death, injury, or property damage occurs as the result a mishap, or when a mishap is of such a nature that action is required to prevent future reoccurrence. Alternatively, a single investigating officer may be appointed.

b. The investigative report of the GMB should be forwarded to the unit commanding officer for use in mishap prevention efforts. The 1st MAW GSM shall be made aware of any material that may have an impact on the 1st MAW ground safety program.

CHAPTER 5

LASER SAFETY PROGRAM

5000. GENERAL. 1st MAW units that possess, use or repair lasers must implement the safety organization described in the manual, per the references, and must ensure the ultimate qualification of personnel involved. Laser systems emit light in both visible and invisible wavelengths; some are capable of causing irreparable damage to personnel. Lasers demand the same controls, treatment, and respect as weapon firing projectiles.

5001. ORGANIZATION AND RESPONSIBILITIES

1. Space and Naval Warfare Systems Command (SPAWARSYSCOM). SPAWARSYSCOM is the designated lead agency for laser safety within the Department of the Navy, and exercises technical direction over Laser Safety both afloat and ashore. As delineated in reference (aa), SPAWARSYSCOM is responsible for:
 - a. Establishment and publication of safety design standards and training requirements.
 - b. Laser safety surveys of targets, installations, and laser systems.
 - c. Assignment of the chairman and secretariat for the Navy Laser Safety Review Board (LSRB).
 - d. Development and evaluation of laser protective devices.
 - e. Inventory of Class III(B), Class IV, and all Military Exempt Lasers.
 - f. Participation in tri-service and intra-agency laser safety matters and support of the Bureau of Medical and Surgery (BUMED) with regard to laser radiation medical surveillance.
 - g. Support of the Chief of Naval Education and Training (CNET) with regard to Laser Radiation Safety Training.
2. Other Systems Commands. Other systems commands of the U. S. Navy are responsible for providing laser systems that maximize operational performance, consistent with safety. This is accomplished by an in-house safety analysis, presenting pertinent information at LSRB review, design per the Safety Standard (MIL-STD-1425), the provision for protective devices, comprehensive technical manuals, and comprehensive testing.

3. Bureau of Medicine and Surgery (BUMED). BUMED is responsible for publishing the Maximum Permissible Exposures (MPE's) for laser radiation (reference (bb)), for establishing Medical Surveillance Programs, evaluating laser overexposure incidents, and conducting research and providing technical assistance on laser radiation hazards.

4. Commanding Officers. Commanding officers of activities which use, repair, or otherwise encounter lasers are responsible for their safe handling and shall comply with reference (aa). Per reference (aa), activities must ensure the appointment and qualification of the following personnel:

a. Laser System Safety Officer (LSSO). LSSOs shall be designated by the Commanding General by name and code and should be assigned to the DOSS. Due to their already extensive training in physiology and optical systems, Aeromedical Safety Officers (AMSOs) are considered to be ideal candidates for this position. The LSSO shall be:

(1) Trained per reference (aa) and is Category II certified.

(2) Knowledgeable of the type laser(s) in use within their unit.

(3) Qualified to Conduct Laser Safety Surveys for the detection and elimination of laser hazards.

(4) Knowledgeable of the procedures to investigate and report in laser incidents.

(5) Responsible for ensuring that documentation concerning lasers is present, updated, and correct. (SOPs, unit orders, etc.)

(6) Responsible for ensuring that laser training is conducted and documented.

(7) Responsible for ensuring that personnel are aware of and adhere to safe laser practices.

b. Laser Supervisor. The Laser Supervisor is a line supervisor, designated in writing, who is directly involved in the operation or repair of laser equipment and with personnel performing those tasks. Laser Supervisors shall:

(1) Provide and document laser safety training to personnel.

(2) Ensure the appropriate lasers are operated and maintained, per manufactures' specifications, operating regulations, and unit requirements.

(3) Log each laser firing (or time block for multiple firings) with available pertinent data per local formats.

(4) Assist the LSSO in any investigations or reports.

c. **Laser User.** All laser personnel directly involved in the operation or repair of lasers shall be screened for hazard category to which exposed and be:

(1) Placed on a Medical Surveillance Program if required.

(2) Provided appropriate laser training, to include specific system hazard training, the use and care of protective devices, and training on secondary hazards. This training should include ocular and acoustic dangers, X-rays, electrical shock, fire, toxic chemicals, and repair and handling hazards.

5002. **LASER SAFETY REGULATIONS.** Each activity within the 1st MAW that possesses or uses lasers shall publish local laser safety regulations which establish policy and standing operating procedures for safe laser operations per reference (aa).

5003. **LASER CLASSIFICATION AND LABELING.** Each laser shall receive LSSO safety approval and be classified and labeled prior to use according to reference (aa). NOTE: In the case of maintenance activities, Class IIIb and IV lasers include those which operationally may be a Class I, II, or IIIa, but when broken down for maintenance allow Class IIIb or IV radiation levels to be accessible.

5004. **PERSONAL PROTECTIVE EQUIPMENT.** LSSO's will ensure that the activity has a program to provide protective gear (eyewear, clothing, barriers, screens, etc.), as required, to personnel who will potentially be exposed to laser light in the course of their duties. In addition to procurement of such equipment, the accurate labeling, inspection, and maintenance of protective devices must be ensured.

5005. **SAFETY INSPECTIONS AND SURVEYS.** Activities shall conduct laser surveys or inspections annually to verify the laser

equipment inventory and inspect installations for laser safety and secondary hazards. The audits can be performed in conjunction with Unit Safety Surveys for aviation and aviation support units. The audit should include a thorough review of laser safety regulations and the unit's safety training program.

5006. MEDICAL SURVEILLANCE PROGRAM. LSSOs shall coordinate with medical personnel to ensure that individuals in high risk categories as outlined in reference (bb) are placed on a Medical Surveillance Program and their records are annotated. Any exposure to radiation levels that exceed the MPE shall be reported immediately to the appropriate medical facility.

5007. LASER INVENTORY. All activities shall maintain a list of all lasers and their locations at the activity. Not later than 15 August, LSSOs from MAG-12, MAG-36, MACG-18, MWSG-17, and MWHS-1 shall provide a copy of this inventory to the 1st MAW LSSO. Negative reports are required. If any of the above activities do not operate lasers, and therefore do not have a laser safety program or LSSO, a letter shall be submitted to the 1st MAW LSSO stating that fact. No later than 31 August, the 1st MAW LSSO shall submit a combined report to SPAWARSYSCOM according to procedures outlined in reference (aa). In addition, the LSSO shall submit all other records to SPAWARSYSCOM as required by reference (cc) (Military Exempt Lasers).

5008. WARNING DEVICES AND SIGNS. Laser warning devices and signs shall be posted at appropriate locations to protect unsuspecting personnel from radiation in accordance with reference (aa).

5009. LASER SAFETY TRAINING PROGRAM. Units shall conduct laser safety training appropriate to exposure levels per reference (aa).

1. Personnel who either work directly with or in areas where Class IIIb, Class IV, or equivalent military exempt lasers are used, shall have a formal classroom training covering the following areas: laser fundamentals, biological effects, specular and diffuse reflection hazards, secondary hazards, laser system classification, control measures, responsibilities, and medical surveillance requirements.
2. All laser safety training shall be documented and recorded in the individual's training record.

3. Activity LSSOs shall develop local plans for laser operator and/or maintainer certification programs in accordance with reference (aa). These programs shall include provisions for refresher training and administrative/punitive actions for personnel found to be intentionally or unintentionally negligent in performance of these duties.

5010. EMERGENCY PROVISIONS. The emergency operating/shutdown procedures shall be posted at each laser installation in a location which is safely accessible to personnel rendering emergency aid. Emergency Medical Technicians (EMTs) and firefighters shall be trained in laser hazards and controls. It is the responsibility of the activity that operates lasers to notify emergency personnel of potential laser hazards and to assure that appropriate training has been provided.

5011. LASER SAFETY COMMITTEE. The purpose of the Laser Safety Committee is to evaluate the magnitude of the activity's laser threat and to assign areas of responsibility to specific individuals. As this is considered an advisory/assistance group, the activity's LSSO can determine the size of need for this committee.

5012. INCIDENT INVESTIGATION AND REPORTING. Any laser related incident must be reported via the 1st MAW Combined Flash Report (Appendix B). Such incidents shall be investigated and reported in accordance with reference (aa), (dd), and (ee).

SOP FOR SAFETY AND STANDARDIZATION

CHAPTER 6

AEROMEDICAL SAFETY PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	6000	6-3
RESPONSIBILITIES.....	6001	6-3
AEROMEDICAL BRIEF PROGRAM.....	6002	6-4
FLEET AIR INDOCTRINATION AND LIAISON FOR SURVIVAL AND FLIGHT EQUIPMENT (FAILSAFE) PROGRAM.....	6003	6-5
ALSS COMMITTEE.....	6004	6-5
MISHAP INVESTIGATION.....	6005	6-6
THE AEROMEDICAL SAFETY CORPSMAN (AMSC).....	6006	6-6
NAVAL AVIATION PHYSIOLOGY AND WATER SURVIVAL TRAINING PROGRAMS.....	6007	6-6
ACTION.....	6008	6-7
AEROMEDICAL BRIEFING TOPICS.....	6009	6-8
AEROMEDICAL SAFETY PROGRAM LOGO/SEAL.....	6010	6-10