DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 4855.34
Ser 92Q2/042
14 July 1999

NAVSEA INSTRUCTION 4855.34

From: Commander, Naval Sea Systems Command

Subj: Qualification and Authorization of New Activities to Perform SUBSAFE Work, Procedures for

Ref: (a) NAVSEA 0924-062-0010 Rev C, Submarine Safety (SUBSAFE) Requirements Manual
(b) NAVSEANOTE 5000, Identification of Activities Authorized to Perform SUBSAFE Work

Encl: (1) Qualification Phases

1. Purpose. To establish policy, methodology, and process for evaluation, qualification, and authorization of new activities to perform SUBSAFE work in compliance with SUBSAFE Program requirements.

2. Background. The submarine maintenance environment has changed significantly over the last several years with the inactivation of submarine tenders and regional consolidation of maintenance activities. These changes require the submarine force to team with heretofore non-submarine maintenance providers to meet the fleet maintenance needs. In addition, private vendors are utilized for certain categories of maintenance. Organizations that have not previously performed SUBSAFE work require evaluation of their capabilities to ensure they can successfully meet reference (a) requirements.

a. Reference (a) requires activities performing SUBSAFE work to formally control and certify that work. This process is required to ensure that the submarine can operate safely and retain its authorization for Unrestricted Operations (URO). Activities authorized to perform and certify SUBSAFE work have the responsibility to develop and implement necessary policies, procedures and practices to meet the SUBSAFE requirements of reference (a).

b. Reference (b) identifies activities authorized to perform SUBSAFE work. With the increase in the number of new activities requesting authorization to perform SUBSAFE work, there is a need to ensure that a consistent policy and standard

is applied to these activities and that it is well defined and documented.

3. Qualification. The decision to qualify and authorize a new activity to perform and certify SUBSAFE work should be based on a detailed analysis of maintenance requirements. This analysis should:

a. Identify and validate a submarine workload to workforce imbalance within a region.

b. Identify an activity suitable for evaluation.

c. Ensure commitment and resources from the sponsor to support new activity qualification and maintenance of qualification.

d. The process of achieving qualification must be formal, disciplined, and tailored to the nature of the SUBSAFE work to be performed by the activity. The candidate activity, with the sponsoring activity (Type Commanders, NAVSEA commands/activities), must develop a written plan of action to achieve qualification. This plan shall include real work and/or projects that can successfully demonstrate the desired core capabilities and the associated skill elements.

4. Sponsor Requirements. The sponsor shall provide clear guidance and coordinate actions for implementing the qualification phases. As a minimum, the sponsor will develop a qualification plan similar to that as outlined in paragraph 6 below. In conjunction with the activity seeking qualification, the sponsor will:

a. Define the activity/sponsor functions and responsibilities during and after the qualification process. Enclosure (1) provides the basic qualification phases;

b. Identify the activity personnel skills, capability, and training requirements;

c. Schedule periodic assist visits to monitor progress and evaluate capabilities and capacities, using standard written audit guides. Written guides ensure both the activity and sponsor can objectively and consistently assess the capability and capacity to perform SUBSAFE work;

d. Develop a plan to establish proficiency, by exposing the activity to SUBSAFE work with a closely monitored surveillance program. The plan can also include demonstration of the required skill elements by performance of similar work that is not SUBSAFE or by projects/mock-ups;

e. Provide trade skill and level of knowledge expectations to this activity;

f. Issue a Letter of Qualification (with concurrence of NAVSEA 92Q, Submarine Safety and Quality Assurance Division).

5. NAVSEA 92Q Support. NAVSEA 92Q will provide guidance and oversight during the qualification process. In conjunction with this oversight, NAVSEA 92Q will:

a. Assist the sponsor with the development of the written audit guides;

b. Participate in assist visits during the qualification process;

c. Participate in the sponsor qualification audit;

d. After concurrence with the Letter of Qualification from the sponsor, include the new activity in the reference (b) list of activities qualified to perform SUBSAFE work;

e. During NAVSEA SUBSAFE Functional Audits, NAVSEA 92Q will assess the sponsor's process for ensuring sponsor-qualified activity compliance with SUBSAFE Program requirements. In addition, NAVSEA reserves the right to participate in sponsor audits of qualified activities used to sustain their SUBSAFE qualification.

6. Qualification Plan. A basic qualification plan that can be used as a foundation for a detailed POA&M should consist of the following attributes:

a. Project Definition and Scope

(1) Certification projects (or real work) will be selected that support the desired core capabilities and skill elements. For each of the required certification projects the candidate activity will distill each project into its critical

skill elements. During the program assessment phase the qualifying activity will present, to the sponsor, the critical skill elements for each project and define how the attributes of each skill element will be demonstrated.

(2) Required Certification Projects: These vary depending on the nature of the SUBSAFE work to be performed by the activity.

(a) HY-80 weld

(b) P-1 pipe weld

(c) Seawater ball valve repair

(d) Periscope pull and reinstallation

(e) Rebuild of periscope dashpots

(f) Electrical Hull Fitting removal and reinstallation

(g) Seawater pump repair

(h) RISIC rebuild

(i) Hydraulic valve actuator repair

(j) Stern Planes Ram packing replacement

(k) R-114 Head removal/reinstallation

(l) Silver braze of SUBSAFE joint

(m) Manufacture and Certify Level I component

b. Progress Assessment Phase (assist visit). Review the standard QA Programs that will be required for SUBSAFE certification. These may vary depending on the current quality standards which apply and on the nature of the SUBSAFE work to be performed by the activity. Formalize the project certification methods and skill element demonstration for each project to ensure that all required and applicable skill elements are adequately addressed, e.g.:

(1) Quality Assurance Training Program;

(2) Brazer/Welder Training, Qualification and Proficiency Program;

(3) Cleanliness Control Training And Qualification Program;

(4) Quality Craftsman Qualification Program;

(5) Material Control Program;

(6) QA Audit and Surveillance Program;

(7) QA Records and Record Retention Program;

c. Activity Provisional Qualification Phase - (sponsor visit)

(1) Assess the QA Programs designated in the Assessment Phase. If programs are satisfactory, qualify them for use.

(2) Assess qualification project progress. Qualification projects and associated skill elements are required to be accomplished a minimum of two times prior to qualification. Additional accomplishment is encouraged.

d. Activity Qualification - (sponsor audit)

(1) Audit qualified QA Programs.

(2) Qualify QA Programs not previously qualified.

(3) Review completed project Objective Quality Evidence (OQE).

(4) Observe designated certification project execution. A detailed process to establish proficiency by exposing an activity to SUBSAFE work with a closely monitored surveillance program is required. The qualification plan will include this process whenever SUBSAFE work is used to demonstrate the required skill elements. These controls shall be used a minimum of two times for SUBSAFE work. These controls are not required for performance of similar work that is not SUBSAFE, or for performance of projects/mockups.

(a) Qualifying Activity will:

1. Prepare appropriate technical work documents to accomplish the project;

2. Review the technical work documents. The activity will initial in signature blocks for review and approval processes;

3. Perform the project using their qualified craftsmen/inspectors, under the direct supervision of qualified Trade Skill and Quality Assurance personnel from a certified activity;

4. Monitor and assess the project;

5. Perform closeout reviews of the technical work documents.

(b) A certified activity designated by the sponsor, or the sponsor itself, will:

1. Review and approve the technical work documents for use and will sign signature blocks for review and approval;

2. Assign the necessary Trade Skill and Quality Assurance personnel to monitor the performance of the qualifying activity project;

3. Monitor and assess the qualifying activity's performance on the project;

4. Ensure all OQE attributes are verified and documented as the qualifying activity completes job/task steps;

5. Formally close the technical work documents and retain full Certification responsibility for the maintenance action;

6. Assess the project and submit a written report to the Sponsor regarding project performance.

7. Overview: After completion of the qualification process, continued oversight is required to ensure SUBSAFE proficiency is maintained.

a. The sponsor will establish and maintain a quality assurance oversight process, which includes periodic review of SUBSAFE work performance, internal management, work control proficiency, and documentation.

b. NAVSEA Functional Audits will assess the adequacy of a sponsor's oversight process.

J. R. DAVIS
Deputy Commander
For Submarines

Distribution:

SNDL	24G	Submarine Force Commanders
	26GG1	Coastal Systems Station
	28K	Submarine Group and Squadron
	29N	Submarine (SSN)
	29P2	Auxiliary Research Submarine
	29S	Research Submarine (Nuclear) (NR)
	29Q	Fleet Ballistic Missile Submarine (SSBN)
	32DD	Submarine Tender (AS)
	350AB	SUBMEPP
	FA10	SUBASELANT
	FA13	NAVSUBSUPPFAC
	FA50	TRIREFAC
	FB13	SUBASEPAC
	FB30	NAVSHIPREPFAC
	FB45	TRIREPFAC
	FKA1F	COMNAVSUPSYS
	FKA1G	Sea Systems Command (03B,03E,03H,03J,03L,03P,03U,03U3,03V,03W,03X,03Y, 04,04X, 04X1, 04X2, 04XQ, 08,08D,08E,08LIB,92,92B, 92AT,92C,92C24,92S,92L,92Q,92R,92RC,92T,92TC,392, 392B, 392A1,392A2,392A23,392A3,392A4,395,395B, 395A14,4253,4254)
	A1J1N	PEO SUB (SUB,SUB-B,350,350A2,350A21, 450,450A1,450T41)
	FKM13	Naval Inventory Control Point
	FKP16	NAVSURFWARCENDIV CARDEROCK
	FKP1E	Undersea Warfare Engineering Station
	FKP1J	Ordnance Station
	FKP7	Shipyard

FKP8 Supervisor of Shipbuilding, Conversion and Repair, USN
FKP16 Ship Systems Engineering Station
FKP21 Sea Logistics Center
FKP43 NAVSURFWARCENDIV PORT HUENEME
FKQ6E Ship Research and Development Center
FKQ6G Naval Undersea Warfare Center
FR10 Naval and Marine Corps Training Center
FT38 Submarine Training Center
FT85 TRITRAFAC
FT95 Submarine Training Facility
ABS America
Board of Inspection and Survey
Electric Boat Corporation, Groton, CT
(R. Scheel, Dept. 320)
Newport News Shipbuilding, Newport News, VA
(D. Conley, Dept. 003)
Consolidated Launcher Technology-Oceaneering International, Inc., Chesapeake, VA (M. Merzwa)
CINCLANTFLT Norfolk VA (N4/N43)
CINCPACFLT Pearl Harbor HI (N4/N43)
SIMA Norfolk VA
SIMA San Diego CA
FTSCLANT Norfolk VA
FTSCPAC San Diego CA
NORTHEAST RMC, New London CT
MID-ATLANTIC RMC, Norfolk VA
SOUTHEAST RMC, Jacksonville FL
INGLESIDE RMC, Ingleside MS
SOUTHWEST RMC, San Diego CA
NORTHWEST RMC, Puget Sound WA
HAWAII RMC, Pearl Harbor HI
WESTPAC RMC, Yokosuka, Japan
SHAPEC SSN688CL, Portsmouth NH
Naval Undersea Warfare Center Division, Newport RI
Naval Undersea Warfare Center Division, Keyport WA

Copy to:
SNDL A1J1G AEGIS PROG MGR
A1J1K PEO UNSEAWAR
A1J1L PEO TAD
A1J1M PEO MINEWAR
C21 AA UNSECNAVDET
FTT88 EDOSCOL

Stocked: SEA 09A1 (5 copies)

QUALIFICATION PHASES

PHASE	PHASE FOCUS	PRODUCT	LEAD ACTION
I	Activity Tasking	MOU/Letter of Intent defining Capability and Capacity Requirements	Activity/Sponsor (1)
II	Gap Analysis	POAM for Upgrading Capabilities and Capacity	Activity/Sponsor (1)
III	Progress Assessment (2) (3)	Assessment Report and Corrective Actions	Sponsor
IV	Qualification Audit (2) (3)	Audit Report and Corrective Actions	Activity
V	Authorization	Sponsor Letter of Qualification	Sponsor