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

IN REPLY REFER TO

NAVSEAINST 8020.9B
Ser N7121/482
21 May 01

NAVSEA INSTRUCTION 8020.9B

From: Commander, Naval Sea Systems Command

Subj: AMMUNITION AND EXPLOSIVES PERSONNEL QUALIFICATION AND CERTIFICATION PROGRAM

Ref: (a) OPNAVINST 8020.14/MCO P8020.11 (Series)
(b) NAVSEA OP 5
(c) CINCLANTFLTINST/CINCPACFLTINST 8023.5 (Series)
(d) MCO 8023.3 (Series)
(e) 48 CFR 252

Encl: (1) Definitions
(2) Sample Forms

1. Purpose. To provide guidance and direction, in accordance with references (a) and (b), for activities to issue a local instruction implementing a Qualification and Certification (QUAL/CERT) Program for personnel who handle Ammunition and Explosives (A&E).

2. Cancellation. NAVSEAINST 8020.9A. This instruction has been substantially rewritten and should be reviewed in its entirety.

3. Scope. This instruction applies to all Department of Navy personnel (military, civilian and contractors) handling A&E per the guidelines of paragraph 1005 of reference (a).

4. Implementation. Activities shall be in compliance with this instruction within 180 days from the date of this instruction.

5. Objective. The inherent danger associated with handling A&E necessitates the requirement to establish a formal written program that will:

a. Specify tasks requiring QUAL/CERT.

b. Establish minimum qualification standards of personnel competency (e.g., training and Proficiency Demonstrations

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(PDs)), and level of supervision necessary for safe and successful performance of the task.

c. Establish a method of documenting personnel QUAL/CERT necessary to perform the task.

6. Background. Personnel error and failure to follow proper procedures are large contributors to explosive mishaps. This QUAL/CERT program requires activities to establish qualifications to safely handle A&E and to grant A&E handling permission, in the form of a certification, to individuals who have attained these qualifications.

7. Information. The following direction is provided to ensure compliance with this instruction:

a. Definitions and requirements of key terms are provided in enclosure (1).

b. Sample forms for recording Explosives Certification Approval and PDs are contained in enclosure (2).

c. Subject to Commanding Officer/Officer-in-Charge (CO/OIC) approval, personnel with records indicating they are qualified and certified in accordance with references (c) or (d) meet the requirements of this instruction.

d. Subject to CO/OIC approval, the following personnel meet the requirements of this instruction provided records are available indicating they are qualified by their warfare specialty or other suitable, recognized agency for the tasks noted:

(1) Security force personnel required to bear arms in the course of their duties (e.g. security teams and police).

(2) Personnel who operate weapons/explosives devices on approved ranges for the sole purposes of training or proficiency maintenance.

(3) Explosive Ordnance Disposal (EOD) personnel performing emergency EOD tasks or other A&E tasks that specifically require an EOD Naval Officers Billet Code/Navy Enlisted Classification.

(4) Personnel who are only required to operate distress/emergency flare/signal devices.

8. Actions.

a. The CO/OIC of each activity shall:

(1) Ensure that the activity's QUAL/CERT instruction is updated or issued to comply with the requirements of this instruction, and includes appropriate administrative controls to ensure adequate record keeping and the long-term effectiveness and adaptability of the instruction.

(2) Appoint, in writing, QUAL/CERT Chairpersons and Board Members necessary to execute the QUAL/CERT Program.

(3) Retain approval authority for Initial Certifications.

(4) Ensure that all contracts requiring civilian personnel to handle A&E for the activity, when issued or renewed, contain:

(a) Clause 223-7002 of reference (e).

(b) Clause 223-7003 of reference (e), if applicable.

(c) A clause requiring the contractor's QUAL/CERT Program to meet the requirements of this instruction.

(d) A clause stating that all contractor personnel performing A&E tasks under the scope of the contract be covered in the contractor's or activity's QUAL/CERT program.

(e) A clause requiring the CO/OIC to authorize, in writing, all deviations by the contractor to this instruction.

b. QUAL/CERT Board Chairperson shall:

(1) Retain approval authority for Team Leader (TL) and Team Member (TM) certifications and re-certifications.

(2) Submit personnel qualifications, training records, and experience to the CO/OIC for Initial Certification.

(3) Suspend certifications, in writing, when:

(a) A qualification or certification has expired.

(b) Personnel are involved in an explosives mishap.

(4) Revoke certifications, in writing, when:

(a) Personnel exhibit a flagrant disregard of safety precautions, reckless operation of equipment used to handle explosives, other behavior indicating incompetence or unreliability (e.g. use of drugs or alcohol).

(b) A mishap investigation determines an explosive mishap is caused by failure to follow authorized procedures.

c. Immediate Supervisors shall:

(1) Assign personnel only to tasks for which they are certified.

(2) Ensure that TM certified personnel are adequately supervised on site by TL certified personnel at all times.

(3) Submit all required documentation to the QUAL/CERT Board Chairperson indicating the individual meets the required qualifications.

(4) Immediately remove personnel from the job site if they are working in an unsafe manner or creating hazards for themselves or co-workers. Notify the QUAL/CERT Board Chairperson of disciplinary actions, poor performance, obvious deterioration in physical ability, or attitude problems that could adversely affect an individual's ability to work safely and efficiently.

(5) Provide copies of certification records to the receiving activity when sending personnel on temporary duty assignments.

d. QUAL/CERT Board Members shall:

(1) Evaluate personnel for certification and submit PDs to the immediate supervisor.

(2) Be TL certified for the task in the Certification Areas for which they are appointed.

e. Individuals shall:

(1) Perform only those tasks to which they are certified.

(2) Inform their immediate supervisor and appropriate medical personnel of any changes in their health that may impair them in performing tasks involving A&E.

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DEFINITIONS

Ammunition and Explosives (A&E) - Any non-nuclear ordnance, ammunition, explosive or explosive material/item/device/ hazardous waste classed or being developed to be classed as a United Nations Organization Class 1, Divisions 1 through 6 item.

Certification - A formal documented declaration by a QUAL/CERT Board Chairperson that an individual has met all of the qualification requirements. Certification shall be:

a. Valid for one-year and will expire on the last day of the month granted (e.g. granted on 12 June 2000 expires 30 June 2001).

b. Documented as a stand-alone form, enclosure (2) provides a sample format, or integrated into existing forms containing:

(1) QUAL/CERT Board Chairperson name and dated signature or identical CO/OIC information for Initial Certification.

(2) Supervisor name and dated signature.

(3) Personnel name and identification number (e.g., last four digits of social security number).

(4) TM or TL level certification to a specific CA.

Certification Area* (CA) - The area a TM or TL is certified to work in, e.g.: ordnance families and the specific tasks to be performed within the ordnance family; general processes, such as radiography, RSSI, or transportation of explosives (including all A&E that would be subjected to that process); or Standard Operating Procedures (SOPs) or specific sections of SOPs that require similar training and job qualifications.

Initial Certification - The CO/OIC certification of the first TL QUAL/CERT Board Member to a CA or whenever a PD is not practical.

Proficiency Demonstration (PD) - The safe and effective performance by an individual seeking certification/re-certification of a task (an actual process operation specifically designed for the purpose of evaluating performance), witnessed and documented by a QUAL/CERT Board Member. PDs are:

a. Prohibited from using A&E for first time TM certification.

b. Required for first time TM and TL certifications.

c. Required for re-certification unless documentation (e.g., the signed Worker/Supervisor Statement in an SOP) has been maintained and verified that the individual maintained qualifications through the performance of work within the CA.

d. Documented as a stand-alone form, such as enclosure (2), or integrated into existing forms and shall contain:

(1) QUAL/CERT Board Member name and dated signature.

(2) Personnel name and identification number (last four digits of social security number).

(3) TM or TL level certification to a specific CA.

(4) Notation that PD was observed or verified.

Qualification - A requirement that personnel must meet before they can be certified at the TM or TL level to perform a task with A&E in a CA. Qualifications shall address the following requirements:

a. Formal Training (e.g., Defense Ammunition Center A&E courses, Class A School, EOD School, technical or college degree, equipment licenses).

b. Activity-specific training (e.g., on-the-job training, videos, exams, safety stand-downs, indoctrination in local regulations).

c. PD requirements.

d. Specific qualifications to proceed from TM to TL level.

e. Medical documentation required by NAVMED P-117.

f. Specific qualifications for TM and TL re-certification.

Qualification and Certification (QUAL/CERT) Board Chairperson - A Command appointed person who grants TM and TL certifications.

Qualification and Certification (QUAL/CERT) Board Member* - A Command appointed individual who evaluates personnel nominated for certification by observing/verifying individual PDs in writing.

Records - Official documentation supporting individual certification. Records shall be:

a. Maintained in an auditable medium by the activity.

b. Retained for the duration of an employee's certification for one-time qualifications and for a period of at least five years for others.

Standard Operating Procedures (SOPs) - Documents developed in accordance with NAVSEAINST 8023.11 (Series).

Task* - Any job/process/evolution or series thereof requiring an individual to physically interface or to operate equipment/ vehicles that physically interface with A&E.

Team Leader* (TL) - Personnel certified to handle A&E without direct supervision, and who may provide directions to others.

Team Member* (TM) - Personnel certified to handle A&E only under the direct supervision of a TL.

*Terms so noted are preferred from a standardization aspect, but are optional; however, the definitions and associated requirements are mandatory. Other more appropriate terms may be employed in the activity's instruction, e.g., Apprentice or Trainee vice Team Member.

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SAMPLE FORMS

EXPLOSIVES CERTIFICATION APPROVAL			
NAME (Last, First Middle)			Employee ID Number
SUPERVISOR STATEMENT: I have reviewed all qualifications of this individual; they are complete and I recommend certification as indicated.			
BOARD CHAIRPERSON STATEMENT I have reviewed all qualifications of this individual; they are complete and I grant certification as indicated.			
Cert Level: TM or TL	Cert Area:		
Supervisor Name Printed:		Supervisor Signature and Date:	
Board Chairperson Name Printed:		Board Chairperson Signature and Date:	
Cert Level: TM or TL	Cert Area:		
Supervisor Name Printed:		Supervisor Signature and Date:	
Board Chairperson Name Printed:		Board Chairperson Signature and Date:	

PROFICIENCY DEMONSTRATION			
NAME (Last, First Middle)			Employee ID Number
QUAL/CERT BOARD MEMBER STATEMENT: I have witnessed this individual demonstrate adequate proficiency and recommend certification as indicated.			
Cert Level: TM or TL	Cert Area:		PD: Observed or Verified
Board Member Name Printed:		Board Member Signature and Date:	
Cert Level: TM or TL	Cert Area:		PD: Observed or Verified
Board Member Name Printed:		Board Member Signature and Date:	
Cert Level: TM or TL	Cert Area:		PD: Observed or Verified
Board Member Name Printed:		Board Member Signature and Date:	

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