



**Commander, Navy Regional Maintenance Center**  
**Agreement for Boat Repair Application**

**Enclosures:**

ABR Application  
Department of Navy Standard Form 17

**Points of Contact:**

CNRMC MSRA/ABR Program Manager: [MSRA.ABR@us.navy.mil](mailto:MSRA.ABR@us.navy.mil)

**Instructions For Completion:**

Please fill out and/or attach responses to the fullest extent possible to help expedite the processing of the ABR application. For fields that are not applicable, annotate with "N/A". For Department of Navy Standard Form 17, please complete and return with the completed application. Applicants must submit completed applications following the naming & formatting structure outlined in the Application.

## Agreement for Boat Repair Application

The ABR is a location specific agreement, contractors will submit a separate application for each location for which they desire to perform craft and boat repair to include berthing and messing barge repair work.

Indicate which location for which this application is being submitted.

*Street Address:* \_\_\_\_\_ *City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Zip Code:* \_\_\_\_\_

1. Identify your CAGE Code:
2. Identify your company’s North American Industry Classification System (NAICS) Code.
3. Administration and Management Control.

### 3.1 Organization and Scope of Work

3.1.1 Is the primary business of your company boat and craft repair?

3.1.1.1 If yes, please describe the scope of boat and craft repair work your company is engaged in.

3.1.2 Provide a list of company officers and principal stakeholders, partners or owners of your company.

3.1.3 Provide a chart and resumes for all management, engineering, production, and technical personnel. Include each individual's education (degrees, certifications, relevant coursework), repair experience with ships, boats, and crafts, total years of experience, years with each type of repair, employment history (dates with your company and previous employers, including roles and responsibilities), and any relevant specialized training or qualifications. The chart summarizes this information, while resumes offer further detail. Differentiate experience within the vessel repair section.

Name, Job Title & Section	Education	Vessel Repair Experience	Years of Experience	Dates of Employment	Special Training/Qualifications

3.1.4 Provide an organizational chart showing each management, technical, engineering and production position from the highest company level to the lowest supervisory level. The chart must include descriptions of each position listed, fully describing the duties, responsibilities, authorities and names of the individuals filling the positions.

3.1.5 Describe your company's capabilities to develop boat and craft repair schedules.

3.1.6 Describe the types of work your company proposes to perform. Identify if this includes barge repair and/or repair on boat and craft and include the requisite size category: >65 ft or <65 ft, or both.

3.2 Past Performance

3.2.1 Using the chart below, provide the list of barge, boat and craft repair contracts/subcontracts for U.S. Forces vessels for the last 12 months (e.g. Navy, Army, MSC, USCG). Indicate the contract (and delivery order number, if applicable), hull, type of work performed, magnitude of the job and whether your company performed as the prime or the subcontractor.

No.	Contract No. & Delivery Order (if applicable)	Hull No.	Contract Title / Type of Work	Completion Date	Contract Value	Prime Contractor or Subcontractor

3.2.2 Number of Prime or Subcontracts your firm completed in the last five years.

From: To:	# U.S. Navy	# MSC	# Army	# USCG	# Commercial/ Other	Approx. Value \$	Major Work Category
As a Prime Contractor							
As a Sub-Contractor							

4. Production

4.1 Skill Sets and Shops

4.1.1 List the available categories of your company supporting barge, boat and craft repair using the chart below. Include the estimated ratio of subcontracted work.

Work Category	Main Work Items	Ratio of Subcontracting

4.1.2 For the Work Category column above, select from the table of work categories below. Additionally, specify any additional work categories not given in the table.

Work Category	Description
Shipfitting work	Rip out, alteration, repair, and installation of craft and boats hull and superstructure (of various material) including hull plates, frame structure, metal and fiberglass deck plating and grating, hull fittings such as davits,

	fairleads, chocks, bollards, watertight doors, hatches, fittings, scuttles, sockets and deck rails.
Sheet Metal work	Rip out, alteration, repair and installation of ventilation ducting, berthing and messing equipment, partitions, racks, shelving and bin storage, galley and refrigerated space equipment, joiner doors and bulkheads.
Non-Nuclear Welding	Welding of ferrous and nonferrous material using shielded metal arc, gas metal arc, gas tungsten arc, oxygen-acetylene, and resistance welding equipment as appropriate.
Pipefitting	Manufacture and replace parts, fabricate piping assemblies, perform hydraulic testing on piping assemblies. Assist in alignment of pipe runs, removal of worn or defective piping components.
Outside Machine	Repair, troubleshooting, test, reinstall, and align main propulsion and auxiliary components including steering, windlass, capstan, compressors, feed pumps, forced draft blowers, shaft seals, evaporators, turbo generators, tank level indicators, deck machinery, gallery and scullery equipment, and laundry equipment.
Pump Repair	Disassemble, overhaul, repair, reassemble, inspect and align all types of pumps (except hydraulic) including centrifugal, gear, rotary and reciprocating pumps and air compressors.
Electrical	In work center – recondition motors, rewind armatures and stators, load test motors, repair emergency diesel stators, small boat generators, submersible pumps, starters, signal search lights, Direct Current (DC) power supplies, and overhaul running light panels, Motor Generator (M/G) set control cabinets, reversing controllers, and automatic bus transfers.
Outside Electrical	Provide technical assistance, troubleshoot, and test operations of ship's electrical systems and machinery. Inspect, test, and repair onboard ship's electrical equipment such as motors, generators, motor generators, propulsion motors, magnetic clutches, cables, control panels, motor starters, switches, navigation lights, resistor banks, appliances, lighting equipment, and repair starters.
Electronic Test, Repair and Alignment	Test and Repair General Purpose Electronic Test Equipment (GPETE), test, disassemble, clean, repair, overhaul, reassemble, calibrate and align communication and radar equipment. Miniature/Microminiature repair and limited automatic circuit card testing.
Interior Communication Test and Repair	Troubleshoot, repair and test ship's interior communication systems, alarm systems, machinery control and indicating system, tape recorders and record players, and ship's navigation and control systems.
Woodworking and Pattern Making	Manufacture or repair wooden items found aboard Naval vessels. Repair wooden and fiberglass hulls and decks, manufacture patterns and boxes.
Riggers Support Activity	Operate cranes, booms, deck winches, chain falls, and other rigging and weight handling equipment including booms and securing guys for loading and off-loading equipment, material and craft and boats.

4.1.3 As per the chart below, provide the list of the number of workers at your company.

Specialty	Full-Time Employee	Part-Time Employee	Total
Welder			
Machinist			
Pipe-fitter			
Ship-fitter			
Painter			

Plaster/Tile-setter			
Electrician			
Electronics Technician			
Sheet Metal Worker			
Boiler-maker			
Insulation/Lagging			
Carpenter			
Scaffolder			
Rigger			
Helper/Laborer			
Other (Specify)			

4.1.4 As per the chart below, provide a list of subcontractors your company primarily subcontracts to.

Work Category	Name of Company	City, State	No. of Employees	Type

Note: For "Type," please specify using the following:

*Type A: It is temporarily used due to heavy workload through the company and has own workers.*

*Type B: It is used only when needed since the frequency of work is low.*

*Type C: In general, the work is outsourced to the specialty company due to its specialty and expertise, e.g. navigational systems, propeller repairs, non-destructive testing, etc...*

## 4.2 Bidding and Production Plan

4.2.1 Identify which of your company's departments and personnel are responsible for the estimation of craft and boat repair work for bidding, based on the customer's job order/specifications.

4.2.1.1 Submit a copy of a written estimate sheet as a sample.

4.2.2 Identify which of your company's departments and personnel are responsible for establishing the production schedule for the craft and boat repair contracts post award?

4.2.2.1 Submit a copy of a written production schedule as an example.

4.2.3 Identify which of your company's departments and personnel are responsible for the planning necessary for production processes, and for making a work order and/or a Quality Control process chart for craft and boat repair work.

4.2.3.1 Submit a copy of a written work order as a sample.

4.3 Production Control

- 4.3.1 Provide a chart of current production personnel employed listing trade knowledge and skill level (skilled, semi-skilled, or unskilled). If increases are anticipated, indicate which trades will be affected and describe the ability to obtain.
- 4.3.2 Provide the company’s production control manual/procedures. Identify which department and/or personnel is responsible for monitoring and controlling production progress under craft and boat repair work, to include messing and berthing barges.
- 4.3.3 Identify which of your company’s departments and personnel are responsible for providing written and/or oral progress reports to the customer when required.
- 4.3.4 Describe the title, purpose, frequency and attendees of major production meetings in your company supporting craft and boat repair.
- 4.3.5 Describe how your company coordinates, controls, interfaces and progresses work (to include that of subcontractors). If increases are anticipated, indicate which trades will be affected.

4.4 Production Technical Support

- 4.4.1 Does your company have a design and/or engineering department/staff? If yes, specify the name of the department and number of employees. If no, specify how this is obtained.
- 4.4.2 Provide a list of existing technical qualification/certifications of employees, or make a list as per example below.

Title of Technical Certification/Qualification	Number Held

4.4.3 Provide the number of welders in the applicable table below. If this is typically subcontracted, please provide the subcontractor’s information.

	Plate		Pipe		Brazing	
Qualification Document	Own Welders	Subcontractor Welders	Own Welders	Subcontractor Welders	Own Welders	Subcontractor Welders
NAVSEA S9074-AQ-GIB-010/248						
ABS						
ASME BPVC						

Other (specify)						
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- 4.4.4 Provide a list of Non-Destructive Testing (NDT) qualifications and number of personnel qualified. If this is typically subcontracted, please provide the subcontractor's information.
- 4.4.5 Describe your company's engineering and design support ability (in-house or subcontracted) to provide with sufficient capability to diagnose and evaluate technical problems and issues and to make competent technical recommendations to the Navy for final approval.
- 4.4.6 Describe your company's engineering ability (in-house or subcontracted) to evaluate inspection reports (e.g. NDT results, clearance and alignment results, etc.) and to recommend specific repair courses of action for final Navy approval.
- 4.4.7 Describe your company's ability (in-house or subcontracted) to perform engineering calculations to maintain ship stability throughout duration of availability execution.

5. Material/Procurement Control

5.1 Provide the company's control manual/procedures for planning, control of material (purchasing, monitoring, receipt, inspection, segregation, issuance, nonconformance, disposition and disposal).

- 5.1.1 Identify which department and personnel are responsible for purchasing and controlling parts and material.
- 5.1.2 Identify which department and personnel provide a purchase request and submit it to the person in charge of purchasing.
- 5.1.3 How is the delivery date for purchased items controlled?
- 5.1.4 Identify which department and personnel are responsible for receipt inspections. How are receipt inspection results recorded and maintained?
- 5.1.5 Identify which department and personnel are responsible for controlling receipt, stock, issue and records in the warehouse.
- 5.1.6 Identify which department and personnel are responsible for nonconformance, disposition and disposal of material.

5.2 Provide the company's control manual/procedures for contractor and government furnished parts or material.

5.3 Describe the company's control manual/procedures for ordering, tagging, warehousing, managing and accounting for materials.

5.4 Provide the location and describe the facilities available, to include size and any environmentally-controlled spaces, for storage and safekeeping of material.

5.5 Provide a list of your company's material handling equipment.

5.6 Describe your company's familiarity with the Navy logistics support system.

## 6 Subcontractor Control

6.1 Provide your company's control manual/procedures for subcontracting work.

6.2 Specify the system used for the evaluation of the subcontractor's performance and the selection of subcontractor(s).

6.2.1 Identify the department and personnel responsible for reviewing the evaluation records for subcontractors.

6.3 Specify how requirements such as product specifications, quality requirements, necessary tests and inspections, and completion dates are transmitted to the subcontractor.

6.4 Describe how the progress and the schedule of your subcontractors are monitored and controlled.

6.5 Describe how the work performance and work progress of your subcontractors are validated and checked.

6.5.1 Provide sample inspection records such as intermediate or final inspections as related to subcontracted work.

6.6 Provide the department and personnel responsible for controlling subcontractor work at in-house facilities or workshops.

6.7 Provide the department and personnel responsible for the control and inspection of outsourced work, such as fabrication, processing or special services.

6.8 Specify the assigned staff for subcontractor control (e.g. on-site supervising, process checks, intermediate/final inspections) at on-board locations of U.S. Forces vessels.

## 7 Quality Control/Test and Trials

7.1 Provide the department and personnel responsible for Quality Control (QC).

7.2 Provide the document that defines the duties and authorities of the QC personnel.

7.3 Provide a copy of the written QC procedures related to QC for craft and boat repair.

7.3.1 Please check the items provided in the QC procedures/manual.

- Control of Documents
- Control of Records
- Control of Subcontractor
- Control of Inspection & Measuring Equipment
- Internal Audits
- Monitoring & Measuring of Products (Inspection System)
- Control of Non-Conforming Products
- Corrective Actions
- Preventative Actions
- Other: Specify

7.3.2 Provide a list of control procedures.

7.3.3 Provide a list of records (forms).

7.3.4 Identify if your company has systems that align with ISO 9001 Series Standard.

#### 7.4 Monitoring & Measuring of Product (Inspection System)

7.4.1 Inspection/Test Plan

7.4.1.1 Specify how a planner recognizes and decides necessary inspections or tests are required for the craft and boat repair work (e.g. customer provided drawings, contract, specifications...)

7.4.1.2 Specify the transmittal method used that instructs the necessary inspections and tests to the related functions such as production lines, production control units, QA/QC department, etc. (e.g. QA process chart, work instructions, inspection instructions, inspection/test plans, etc...)

7.4.2 Inspection/Test Records

7.4.2.1 Check the blocks of the applicable information found on test and inspection records.

- Date of inspection/test
- Name of operator/inspector
- Name of personnel who has authority for acceptance of inspection data/result
- Acceptance/rejection criteria
- Identification number of inspection & measuring equipment used
- Calibration due date of control of inspection & measuring equipment

7.4.2.2 Provide who reviews the test and inspection records.

7.4.3 Control of Nonconformities and Corrective Actions

7.4.3.1 Provide the name of the department or person in charge that is responsible for the control of nonconformities.

7.4.3.2 Specify the system for nonconformance control and corrective actions (identifying its root cause, plan of preventive recurrence, and feedback of corrective action to the related functions).

7.4.3.3 Provide who reviews the records for nonconformance and corrective actions.

7.4.3.4 Provide a list of nonconformities and corrective action records including the below information when your company receives a Corrective Action Request (CAR) and/or claim from the customer under a craft and boat repair contract for the last 3 years. It should include the control number (if applicable), name or code of issuing office, issue date, completion (acceptance) date, hull name or number, nonconformance and root cause.

Control No.	Issuing Official/ Office	Issue Date	Acceptance Date	Hull No.	Nonconformity	Root Cause

7.4.4 Control of Inspection/Measuring Equipment

7.4.4.1 Provide the name of the department or job title and organizational unit who is in charge of control inspection/measuring equipment.

7.4.4.2 Provide a list of inspection/measuring equipment owned.

7.4.4.3 Specify what kind of information is displayed on the equipment and by what kind of method (e.g. *label, tag, marking/date calibrated, next due date, etc...*)

7.4.4.4 Provide who reviews calibration dates and the documents that show the standard used for calibration is traceable to the national standard.

7.4.4.5 Describe how calibration intervals for the inspection/measuring equipment are established.

8 Safety and Security

8.1 Safety Control

- 8.1.1 Does your company have an independent safety department? If yes, provide the name of the department head and number of members. If no, specify the name of the person in charge of safety control and his/her office
- 8.1.2 Provide your company's control manual or documents for safety control.
  - 8.1.2.1 If not already included in your company's control manual, please also provide your control procedures for ASBESTOS and TAG-OUT.
    - 8.1.2.1.1 If U.S. Navy contracts include NAVSEA Standard Items that require a Marine Chemist and/or a Competent Person for gas free inspections. Does your company have a Marine Chemist and/or a Competent Person? If not, how is this addressed?
- 8.1.3 Does your company perform safety training?
  - 8.1.3.1 Provide copies of safety training records including dates, subjects and attendance.
- 8.1.4 Does your company perform safety preventative activities, such as safety patrols, periodic safety inspections, etc? If yes, please specify safety preventative activities. If no, how is this addressed?
- 8.1.5 Describe your company's system for reporting and corrective action for safety nonconformities found?
- 8.1.6 Does your company have a First Aid Station or a Clinic at your facility?
  - 8.1.6.1 Does your company maintain a first aid kit and stretcher? If yes, where are they located?
- 8.1.7 Provide an occupational accident record for the last four years including fatal accidents, and accidents with and without medical leave taken.
- 8.1.8 Provide evidence of your company's ability to obtain General Liability insurance in accordance with contract requirements for any awarded contract and Worker's Compensation insurance.

## 8.2 Security Control

- 8.2.1 Does your company have an independent security department? If yes, provide the name of the department head and number of members. If no, please provide the name of the person in charge of security.
- 8.2.2 Provide your company's security manual or documents for security control.

- 8.2.3 Does your company have a sign-sign system at the gate?
- 8.2.4 Does your company maintain surveillance cameras?
- 8.2.5 Does your company provide full-time night guards?
  - 8.2.5.1 Does your company perform night patrols?
- 8.2.6 Does your company provide a security alarm system?
- 8.2.7 Are the buildings/facilities of your company equipped with adequate locks?
  - 8.2.7.1 Which department or personnel are responsible for controlling keys?
- 8.2.8 Does your company provide a security fence around your facility?
- 8.2.9 Does your company provide any security measures to prevent invasion into your facility from the waterfront, such as barriers or monitoring?
- 8.2.10 Describe how your company meets the conditions for Force Protection Condition (FPCON) NORMAL to include perimeter physical barriers, perimeter openings control, access and circulation control, armed security force, protective lighting, signs and posting of boundaries, security force communications and random antiterrorism measures (RAM).

### 8.3 Fire Safety and Protection

- 8.3.1 Identify which department and personnel is responsible for fire protection. Specify the organization, the personnel responsible and their members for Hot Work Coordinators, Fire Watches, Temporary Service Coordinators and Craft & Boatyard Competent Person.
- 8.3.2 Provide your company's control manual or documents for fire protection, fire safety plans and fire response (internal/external).
- 8.3.3 Provide your company's control manual or documents for GAS FREE and HOT WORK.
- 8.3.4 Does your company adequately set up fire extinguishers in your facilities/buildings? Provide a layout plan of fire extinguishers in your facilities/buildings.
- 8.3.5 Does your company perform periodic inspections of fire extinguishers? Who performs these inspections and how often? Provide the documents for the last inspection.

8.3.6 Does your company perform fire-fighting training and/or fire-exit drills? Provide the last two years of fire-fighting training records.

8.3.7 Does your company provide a fire alarm system? Where?

8.3.8 Are the buildings equipped with an automatic sprinkler?

8.3.9 Are fire lanes (escape lanes) marked in the buildings?

8.3.10 Are emergency exits adequately provided and visible in the buildings?

8.3.11 Does your company have its own firefighting team and/or fire engine? If not, how is this obtain?

## 9 Environmental Organization/Manager

9.1 Which office or personnel is responsible for controlling industrial waste generated at your facility?

9.2 Provide your company's procedures, training and facilities for meeting the legal requirements for all federal, state, and local environmental requirements including but not limited to remove, storage and disposal of hazardous waste, management of hazardous material, compliance with air pollution and water and stormwater regulations.

9.3 Does your company have a segregated holding area/storage for general industrial waste and specially controlled industrial waste? If yes, please describe its location and space on workshop/craft and boatyard layout. If no, please describe how this is handled at your facility.

9.4 Provide documentation of any licensed and trained subcontractors responsible for control of hazardous waste removal, storage and disposal, air pollution requirements and water/stormwater requirements.

9.5 Provide your company's appropriate state/federal agency issued hazardous waste generator number and required environmental permits and regulations.

9.6 Provide the disposal records that indicate type of material, date and place of disposal.

9.7 Provide your company's Heavy Weather Plan.

## 10 Facilities

10.1 Complete and submit Standard Form 17 Facilities Available for the Construction or Repair of Ships.

10.2 Submit a boatyard or workshop layout.

10.3 Identify the sizes and types of boat and craft (to include messing and berthing barges) your company desires to service.

Type of Craft and Boat	Size (in feet)

10.3.1 The contractor must meet one or both of the following requirements for accessing and handling crafts and boats (to include messing and berthing barges), based on the types of craft and boat your company desires to service.

10.3.1.1 Contractors performing repairs that require lifting a craft and boat out of the water: Must have dedicated access to piers or berthing spaces large enough to accommodate the size of craft and boat they service. This includes having the equipment and capacity to list or hoist (whether in-house or subcontracted) the craft or boat out of the water and transport it within the facility.

Provide a list of your equipment and capacity to lift or hoist the craft or boat out of the water and transport it within the facility. Identify if in-hose or subcontracted.

Equipment	Capacity	Quantity	In-house or Subcontracted

AND/OR

10.3.1.2 Companies performing repairs only on trailered craft and boat: Dedicated dockside facilities are not required. However, company must have dedicated in-house transportation with an appropriate rating to accommodate the size and weight of the trailered craft or boat. This applies to companies servicing craft and boat launched and retrieved from the water via a trailer ramp.

Equipment	Capacity/Rating	Quantity