

FY25 Ch 1 STANDARD ITEM QUICK REFERENCE GUIDE

NSI	TITLE	CAT	DATE	REPAIR CATEGORY
009-01	General Criteria; accomplish	I	01 OCT 2023	GENERAL
009-02	Environmental Compliance Report for Material Usage; accomplish	I	01 OCT 2023	ENVIRONMENTAL/FIRE
009-03	Toxic and Hazardous Substance; control	I	01 OCT 2023	HAZMAT
009-04	Quality Management System; provide	I	11 MAR 2024	QUALITY ASSURANCE
009-05	Temporary Access; accomplish	I	01 OCT 2023	TEMPORARY ACCESS
009-06	Maintaining Protection and Cleanliness from Non-Radioactive Operation; accomplish	I	01 OCT 2023	ENVIRONMENTAL/FIRE
009-07	Confined Space Entry, and Certification; accomplish	I	01 OCT 2023	ENVIRONMENTAL/FIRE
009-08	Shipboard Fire Protection and Fire Prevention; accomplish	I	01 OCT 2023	ENVIRONMENTAL/FIRE
009-09	Process Control Procedure (PCP); provide and accomplish	II	01 OCT 2023	QUALITY ASSURANCE
009-10	Asbestos-Containing Material (ACM); control	I	01 OCT 2023	HAZMAT
009-11	Insulation and Lagging; accomplish	II	01 OCT 2023	INSULATION/COATING
009-12	Weld, Fabricate, and Inspect; accomplish	II	11 MAR 2024	WELDING/INSPECTION
009-13	Meter, Gauge, Switch, and Thermometer; repair	II	01 OCT 2023	METERS AND GAUGES
009-15	Rotating Machinery; balance	II	01 OCT 2023	ROTATING MACHINERY
009-16	Electronic Equipment; repair	II	01 OCT 2023	ELECTRICAL/ELECTRONIC
009-17	Rotating Electrical Equipment; repair	II	01 OCT 2023	ROTATING MACHINERY
009-18	Mine Warfare Ships Magnetic Material; control	I	01 OCT 2023	CONTROL
009-19	Provisioning Technical Documentation (PTD); provide	I	01 OCT 2023	TECHNICAL
009-20	Government Property; control	I	01 OCT 2023	CONTROL
009-21	Alteration Verification, Logistic and Technical Data; provide	I	01 OCT 2023	TECHNICAL
009-23	Interference; remove and install	I	01 OCT 2023	GENERAL
009-24	Authorization, Control, Isolation, Blanking, Tagging, and Cleanliness; accomplish	I	01 OCT 2023	TAG OUT
009-25	Structural Boundary Test; accomplish	II	01 OCT 2023	TESTING Q/A
009-26	Deck Covering; accomplish	II	01 OCT 2023	INSULATION/COATING

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NSI	TITLE	CAT	DATE	REPAIR CATEGORY
009-27	Material Identification and Control (MIC) For Level I System; accomplish	II	01 OCT 2023	CONTROL
009-30	Boiler Sample Tube; inspect	II	01 OCT 2023	TESTING Q/A
009-31	Boiler Waterjet Cleaning; accomplish	II	01 OCT 2023	PROPULSION
009-32	Cleaning and Painting Requirements; accomplish	II	11 MAR 2024	INSULATION/COATING
009-33	Rotating Electrical Equipment; rewind	II	01 OCT 2023	ROTATING MACHINERY
009-34	Fire Protection of Unmanned Vessels at Contractor's Facility; accomplish	I	01 OCT 2023	ENVIRONMENTAL/FIRE
009-36	Controller; repair	II	01 OCT 2023	ELECTRICAL/ELECTRONIC
009-37	General Procedures for Woodwork; accomplish	II	01 OCT 2023	WOODWORK
009-38	Boiler, Catapult Accumulator and Reboiler Dry Lay-up; accomplish	II	01 OCT 2023	PROPULSION
009-39	Technical Manual Contract Requirement (TMCR) For a New Technical Manual for Commercial Equipment/Component; accomplish	I	01 OCT 2023	TECHNICAL
009-40	Contractor Crane, Multi-Purpose Machine and Material Handling Equipment at a Naval Facility; provide	I	01 OCT 2023	CONTROL
009-45	Tapered Plug Valve; repair	II	01 OCT 2023	VALVE REPAIR
009-46	Butterfly Valve, Synthetic and Metal Seated; repair	II	01 OCT 2023	VALVE REPAIR
009-47	Gate Valve; repair	II	01 OCT 2023	VALVE REPAIR
009-48	Pressure Seal Bonnet Valve Shop Repair; accomplish	II	01 OCT 2023	VALVE REPAIR
009-49	Pressure Seal Bonnet Valve In-line Repair; accomplish	II	01 OCT 2023	VALVE REPAIR
009-50	Horizontal Swing Check Valve; repair	II	01 OCT 2023	VALVE REPAIR
009-52	Relief Valve; repair	II	01 OCT 2023	VALVE REPAIR
009-53	Bolted Bonnet, Globe, Globe Angle, and Globe Stop Check Valve Shop Repair; accomplish	II	01 OCT 2023	VALVE REPAIR
009-54	Bolted Bonnet, Globe, Globe Angle, and Globe Stop Check Valve In-Line Repair; accomplish	II	01 OCT 2023	VALVE REPAIR
009-55	Regulating/Reducing Valve; repair	II	01 OCT 2023	VALVE REPAIR
009-56	Main Propulsion Boiler Wet Lay-Up; accomplish	II	01 OCT 2023	PROPULSION

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NSI	TITLE	CAT	DATE	REPAIR CATEGORY
009-57	Reduction Gear Security; accomplish	II	01 OCT 2023	PROPULSION
009-58	Pump and Driver Shaft Alignment; accomplish	II	01 OCT 2023	PROPULSION
009-60	Schedule and Associated Report for CNO Availability; provide and manage	I	01 OCT 2023	COMPLIANCE
009-61	Shipboard Use of Fluorocarbon; control	I	01 OCT 2023	CONTROL
009-62	Boiler Handhole, Manhole Seat and Plate; inspect	II	01 OCT 2023	TESTING Q/A
009-63	Lubricating Oils and Hydraulic Fluid; analyze	II	01 OCT 2023	TESTING Q/A
009-65	Polychlorinated Biphenyls (PCBS); control	II	01 OCT 2023	CONTROL
009-67	Integrated Total Ship Testing; manage	I	01 OCT 2023	COMPLIANCE
009-69	Heavy Weather/Mooring Plan; provide	I	01 OCT 2023	COMPLIANCE
009-70	Confined Space Entry, Certification, Fire Protection, Fire Prevention and Housekeeping for Unmanned Vessel; accomplish	I	01 OCT 2023	ENVIRONMENTAL/FIRE
009-71	Piping Systems; test	II	01 OCT 2023	PIPING
009-72	Physical Security at a Private Contractor Facility; accomplish	I	01 OCT 2023	SECURITY
009-73	Shipboard Electrical/Electronic Cable Procedure; inspect, test, install, remove, and repair	I	01 OCT 2023	ELECTRICAL/ELECTRONIC
009-74	Occupational, Safety and Health Plan; accomplish	I	01 OCT 2023	COMPLIANCE
009-75	Circuit Breaker; repair	II	01 OCT 2023	ELECTRICAL/ELECTRONIC
009-76	Waveguide and Rigid Coaxial Lay-Up; accomplish	II	01 OCT 2023	ELECTRICAL/ELECTRONIC
009-77	Cofferdam Installation; accomplish	II	01 OCT 2023	COFFERDAMS
009-78	Passive Countermeasure System (PCMS) Material; repair	II	01 OCT 2023	INSULATION/COATING
009-79	Government Owned Material (GOM) Status for Multi-Ship Multi-Option (MSMO) availability; report	II	01 OCT 2023	CONTROL
009-80	Ships Facility; maintain	I	01 OCT 2023	FACILITES
009-81	Compartment Closeout; accomplish	I	01 OCT 2023	COMPLIANCE
009-82	Installation of Equal Component Vice Specified Component; report	I	01 OCT 2023	COMPLIANCE

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NSI	TITLE	CAT	DATE	REPAIR CATEGORY
009-83	Wire Rope Assembly; fabricate	II	01 OCT 2023	COMPLIANCE
009-84	Treaded Fastener Requirement; accomplish	I	01 OCT 2023	COMPLIANCE
009-85	Government Sponsored Planning Yard/Configuration Data Manager (CDM) On-Site Representative Facility; provide	II	01 OCT 2023	COMPLIANCE
009-86	Recovery and Turn-In of Ozone Depleting Substance (ODS); accomplish	II	01 OCT 2023	HAZMAT
009-87	Chemical Disinfection Procedures; accomplish	II	01 OCT 2023	CLEANING & SANITIZING
009-88	Collection, Holding, and Transfer (CHT) and Motor Gasoline (Mogas) Tank, Space, and Piping including Sewage or Mogas-Contaminated Tank, Space and Piping; certify	I	01 OCT 2023	TESTING Q/A
009-90	Technical Representative; provide	II	01 OCT 2023	TECHNICAL
009-91	Propeller In-Place Inspection; accomplish	II	01 OCT 2023	TESTING Q/A
009-92	Resilient Mount; install	II	01 OCT 2023	MACHINERY
009-93	Emergency Planning and Community Right-To-Know Act (EPCRA) and Pollution Prevention Act (PPA) Information; provide	I	01 OCT 2023	COMPLIANCE
009-95	Mechanically Attached Fitting (MAFs); install	II	01 OCT 2023	PIPING
009-96	Ball Valve; repair	II	01 OCT 2023	VALVE REPAIR
009-99	Ship Departure Report; provide	I	01 OCT 2023	COMPLIANCE
009-100	Ship's Stability; maintain	I	01 OCT 2023	COMPLIANCE
009-101	Ship Transit and Berthing; accomplish	I	01 OCT 2023	COMPLIANCE
009-103	Weight and Moment Change Data; provide	II	01 OCT 2023	TESTING Q/A
009-104	Vibration Testing and Analysis; accomplish	II	01 OCT 2023	TESTING Q/A
009-105	Thermal Sprayed Coatings for Machinery Component Repair; accomplish	II	01 OCT 2023	INSULATION / COATING
009-106	Work Authorization Form Coordinator (WAFCOR); provide	I	01 OCT 2023	COMPLIANCE
009-107	Piping System Cleanliness Restoration and Flushing (Non-Nuclear); accomplish	II	01 OCT 2023	PIPING
009-109	Non-SUBSAFE Work On SUBSAFE-Certified Vessels; accomplish	I	01 OCT 2023	COMPLIANCE
009-110	Non-Nuclear Work on a Nuclear Vessel; accomplish	I	01 OCT 2023	COMPLIANCE

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NSI	TITLE	CAT	DATE	REPAIR CATEGORY
009-111	Schedule and Associated Report for non-CNO Availability; provide and manage	I	01 OCT 2023	COMPLIANCE
009-112	Prevention of Radiographic-Inspection Ionizing-Radiation Hazard; accomplish	II	01 OCT 2023	ENVIRONMENTAL / FIRE
009-113	Rotating Electrical Equipment with a Sealed Insulation Systems (SIS); rewind	II	01 OCT 2023	ROTATING MACHINERY
009-114	Mold Remediation; accomplish	II	01 OCT 2023	ENVIRONMENTAL / FIRE
009-115	Bearing Rebabbiting; accomplish	II	01 OCT 2023	MACHINERY
009-116	Waste Heat Boiler Sodium Nitrite Wet Lay-up; accomplish	II	01 OCT 2023	
009-117	Combat Systems Light-Off Support; provide	I	01 OCT 2023	LIGHT-OFF
009-118	CG Deck Loading; accomplish	I	01 OCT 2023	
009-120	Fact Finding and Critique of Unplanned Event; manage	I	01 OCT 2023	COMPLIANCE
009-121	Ship Assessment/Inspection; accomplish	II	01 OCT 2023	COMPLIANCE
009-122	Temporary Padeye; install and remove	I	01 OCT 2023	
009-123	Fiber Optic Component; remove, relocate, repair, and install	II	01 OCT 2023	
009-124	Thermal Spray NonSkid Application; accomplish	II	01 OCT 2023	INSULATION/COATING
009-125	Boat 65 Feet (20 meter) Long and Less; accomplish	I	01 OCT 2023	
009-126	Schedule Model Review (SMR); accomplish	I	01 OCT 2023	

Notes and Definitions:

Category I are invoked in all work items

Category II will be invoked in individual work orders and will be in addition to Cat I items.

Check Point Denotations:

(I) - Inspections require verification and documentation by a separate individual, other than the person who has accomplished the work, and who is qualified as an inspector.

(V) - Inspections require verification and documentation by the qualified tradesperson, trade supervisor, or inspector.

(Q) - Inspections require verification and documentation by a qualified Technical Representative IAW 009-90 and associated PCP requirements.

(G) - SUPERVISOR shall be notified by the prime KTR in all cases to permit observation of a specific test or inspection by the Government.

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NSI	TITLE	CAT	INVOKES OR MAKES REFERENCE TO THE FOLLOWING :					
009-01	General Criteria; accomplish	I	NONE					
009-02	Environmental Compliance Report for Material Usage; accomplish	I	NONE					
009-03	Toxic and Hazardous Substance; control	I	NONE					
009-04	Quality Management System; provide	I	009-60	009-90	009-120			
009-05	Temporary Accesses; accomplish	I	009-12	009-25				
009-06	Maintaining Protection and Cleanliness from Non-Radioactive Operation; accomplish	I	NONE					
009-07	Confined Space Entry, and Certification; accomplish	I	NONE					
009-08	Shipboard Fire Protection and Fire Prevention; accomplish	I	NONE					
009-09	Process Control Procedure (PCP); provide and accomplish	II	NONE					
009-10	Asbestos-Containing Material (ACM); control	I	009-01					
009-11	Insulation and Lagging; accomplish	II	009-12	009-32				
009-12	Weld, Fabricate, and Inspect; accomplish	II	009-09					
009-13	Meter, Gauge, Switch, and Thermometer; repair	II	NONE					
009-15	Rotating Machinery; balance	II	009-104					
009-16	Electronic Equipment; repair	II	NONE					
009-17	Rotating Electrical Equipment; repair	II	009-15	009-32	009-58			
009-18	Mine Warfare Ships Magnetic Material; control	I	NONE					
009-19	Provisioning Technical Documentation (PTD); provide	I	NONE					
009-20	Government Property; control	I	NONE					
009-21	Alteration Verification, Logistic and Technical Data; provide	I	NONE					
009-23	Interference; remove and install	I	009-11	009-12	009-25	009-26	009-32	009-37
			009-71					
009-24	Authorization, Control, Isolation, Blanking, Tagging, and Cleanliness; accomplish	I	009-04	009-12	009-60	009-106	009-107	009-111
009-25	Structural Boundary Test; accomplish	II	NONE					
009-26	Deck Covering; accomplish	II	009-32					
009-27	Material Identification and Control (MIC) for Level I System; accomplish	II	009-09					

FY25 Ch 1 NAVSEA STANDARD ITEM INVOCATION MATRIX

NSI	TITLE	CAT	INVOKES OR MAKES REFERENCE TO THE FOLLOWING :					
009-30	Boiler Sample Tube; inspect	II	NONE					
009-31	Boiler Waterjet Cleaning; accomplish	II	NONE					
009-32	Cleaning and Painting Requirements; accomplish	II	009-03	009-26				
009-33	Rotating Electrical Equipment; rewind	II	009-15	009-32	009-58			
009-34	Fire Protection of Unmanned Vessels at Contractor's Facility; accomplish	I	NONE					
009-36	Controller; repair	II	009-32					
009-37	General Procedures for Woodwork; accomplish	II	009-32	009-84				
009-38	Boiler, Catapult Accumulator and Reboiler Dry Lay-up; accomplish	II	NONE					
009-39	Technical Manual Contract Requirement (TMCR) for a New Technical Manual for Commercial Equipment/Component; accomplish	I	NONE					
009-40	Contractor Crane, Multi-Purpose Machine and Material Handling Equipment at a Naval Facility; provide	I	NONE					
009-45	Tapered Plug Valve; repair	II	NONE					
009-46	Butterfly Valve, Synthetic and Metal Seated; repair	II	NONE					
009-47	Gate Valve; repair	II	NONE					
009-48	Pressure Seal Bonnet Valve Shop Repair; accomplish	II	NONE					
009-49	Pressure Seal Bonnet Valve In-line Repair; accomplish	II	NONE					
009-50	Horizontal Swing Check Valve; repair	II	NONE					
009-52	Relief Valve; repair	II	NONE					
009-53	Bolted Bonnet Steam Valve Shop Repair; accomplish	II	NONE					
009-54	Bolted Bonnet Steam Valve In-Line Repair; accomplish	II	NONE					
009-55	Regulating/Reducing Valve; repair	II	NONE					
009-56	Main Propulsion Boiler Wet Lay-Up; accomplish	II	NONE					
009-57	Reduction Gear Security; accomplish	II	009-32					
009-58	Pump and Driver Shaft Alignment; accomplish	II	NONE					
009-60	Schedule and Associated Report for CNO Availability; provide and manage	I	009-01	009-67	009-81			
009-61	Shipboard Use of Fluorocarbon; control	I	009-07					
009-62	Boiler Handhole, Manhole Seats and Plates; inspect	II	NONE					

FY25 Ch 1 NAVSEA STANDARD ITEM INVOCATION MATRIX

NSI	TITLE	CAT	INVOKES OR MAKES REFERENCE TO THE FOLLOWING :					
009-63	Lubricating Oil and Hydraulic Fluid; analyze	II	NONE					
009-65	Polychlorinated Biphenyls (PCBs); control	II	NONE					
009-67	Integrated Total Ship Testing; manage	I	009-01	009-04	009-60	009-111		
009-69	Heavy Weather/Mooring Plan; provide	I	009-08					
009-70	Confined Space Entry, Certification, Fire Protection, Fire Prevention and Housekeeping for Unmanned Vessels; accomplish	I	NONE					
009-71	Piping Systems; test	II	009-12					
009-72	Physical Security at a Private Contractor Facility; accomplish	I	NONE					
009-73	Shipboard Electrical/Electronic Cable Procedure; inspect, test, install, remove, and repair	I	009-25	009-32				
009-74	Occupational, Safety and Health Plan; accomplish	I	009-120					
009-75	Circuit Breaker; repair	II	NONE					
009-76	Waveguide and Rigid Coaxial Lay-Up; accomplish	II	NONE					
009-77	Cofferdam Installation; accomplish	II	009-01	009-03	009-04	009-09	009-24	
009-78	Passive Countermeasure System (PCMS) Material; repair	II	009-32					
009-79	Government Owned Material (GOM) Status for Multi-Ship Multi-Option (MSMO) Availability; report	II	NONE					
009-80	Ships Facility; maintain	I	NONE					
009-81	Compartment Closeout; accomplish	I	009-67					
009-82	Installation of Equal Component Vice Specified Component; report	I	NONE					
009-83	Wire Rope Assembly; fabricate	II	NONE					
009-84	Threaded Fastener Requirement; accomplish	I	009-05	009-13	009-17	009-33	009-36	009-37
			009-45	009-47	009-48	009-49	009-50	009-52
			009-53	009-54	009-55	009-73	009-96	009-113
009-85	Government Sponsored Planning Yard/Configuration Data Manager (CDM) On-Site Representative Facility; provide	II	NONE					
009-86	Recovery and Turn-In of Ozone Depleting Substance (ODS); accomplish	II	NONE					
009-87	Chemical Disinfection Procedures; accomplish	II	NONE					
009-88	Collection, Holding, and Transfer (CHT) and Motor Gasoline (MOGAS) Tank, Space, and Piping including Sewage or MOGAS-Contaminated Tank, Space and Piping; certify	I	009-07	009-09	009-70			

FY25 Ch 1 NAVSEA STANDARD ITEM INVOCATION MATRIX

NSI	TITLE	CAT	INVOKES OR MAKES REFERENCE TO THE FOLLOWING :					
009-90	Technical Representative; provide	II	NONE					
009-91	Propeller In-Place Inspection; accomplish	II	NONE					
009-92	Resilient Mount; install	II	009-32					
009-93	Emergency Planning and Community Right-to-Know Act (EPCRA) and Pollution Prevention Act (PPA) Information; provide	I	NONE					
009-95	Mechanically Attached Fittings (MAFs); install	II	NONE					
009-96	Ball Valve; repair	II	NONE					
009-99	Ship Departure Report; provide	I	NONE					
009-100	Ships Stability; maintain	I	009-09	009-103	009-118			
009-101	Ship Transit and Berthing; accomplish	I	009-69					
009-103	Weight and Moment Change Data; provide	II	NONE					
009-104	Vibration Testing and Analysis; accomplish	II	NONE					
009-105	Thermal Sprayed Coatings for Machinery Component Repair; accomplish	II	009-27					
009-106	Work Authorization Form Coordinator (WAFCOR); provide	I	009-24					
009-107	Piping System Cleanliness Restoration and Flushing (Non-Nuclear); accomplish	II	009-09					
009-109	Non-SUBSAFE Work on SUBSAFE-Certified Vessels; accomplish	I	NONE					
009-110	Non-Nuclear Work on a Nuclear Vessel; accomplish	I	NONE					
009-111	Schedule and Associated Report for non-CNO Availability; provide and manage	I	009-67					
009-112	Prevention of Radiographic-Inspection Ionizing-Radiation Hazards; accomplish	II	NONE					
009-113	Rotating Electrical Equipment with a Sealed Insulation Systems (SIS); rewind	II	009-15	009-32	009-58			
009-114	Mold Remediation; accomplish	II	NONE					
009-115	Bearing Rebabbiting; accomplish	II	009-09	009-90				
009-116	Waste Heat Boiler Sodium Nitrite Wet Lay-up; accomplish	II	NONE					
009-117	Combat Systems Light-Off Support; provide	I	009-60	009-67	009-81			
009-118	CG Deck Loading; accomplish	I	NONE					
009-120	Fact Finding and Critique of Unplanned Events; manage	I	009-40	009-74				
009-121	Ship Assessment/Inspection; accomplish	II	NONE					

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NSI	TITLE	CAT	INVOKES OR MAKES REFERENCE TO THE FOLLOWING:					
009-122	Temporary Padeye; install and remove	I	009-12	009-32				
009-123	Fiber Optic Component; remove, relocate, repair, and install	II	009-25	009-32				
009-124	Thermal Spray NonSkid Application; accomplish	II	009-32					
009-125	Boats 65 Feet (20 meter) Long and Less; accomplish	I	009-32	009-90	009-107			
009-126	Schedule Model Review (SMR); accomplish	I	009-60					

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
009-01 General Criteria; accomplish		
3.2.1	When a Work Item does not require a report, and one is determined to be necessary in order to produce a reliable or complete repair, submit one legible copy, in approved transferrable media, of a report with supporting data as early as possible in the contract period.	
3.2.2	For reports required by NAVSEA Standard Items or the Work Item, that could result in a change in work to be accomplished or additional material to be procured, complete the preliminary work and submit one legible copy, in approved transferrable media, of the report in a time frame to allow the SUPERVISOR to initiate early action, but no later than the first 20 percent of the availability. Any exceptions for submission of a report after the first 20 percent of the availability must be approved by the SUPERVISOR.	
3.2.3	Reports are costly to generate and process. Identify suspected duplicative reporting requirements and cases where required reports could be combined in order to eliminate a report to the SUPERVISOR via e-mail. Receipt of this notification by the SUPERVISOR is not to be construed as a waiver of the reporting requirements unless the SUPERVISOR's response eliminates the required report.	
3.2.4	Submit one legible copy, in approved transferrable media, of the following unless waived by the SUPERVISOR one day prior to the weekly progress meeting:	
3.2.4.1	A report listing Government Furnished Material not received, showing the associated Work Item number and title, material description, expected delivery date, required delivery date, effect on production dates, and action proposed to resolve problems resulting from late delivery. Material with expected delivery dates before the required delivery date need not be listed in this report.	
3.2.4.2	A report listing late or deficient Government Furnished Information, showing the associated Work Item number, deficiency description, and proposed corrective action.	
3.2.4.3	A report of overdue contractor condition reports by Work Item number and expected submission date. The report must also include those deficiency and condition reports for which Government response is outstanding.	
3.2.5	Dry dock, or dry berth for Navy boats and craft, related inspection reports must be submitted no later than the first 20 percent of the scheduled docking or dry berth period. Any exceptions for submission of a report after the first 20 percent of the scheduled docking or dry berth period must be approved by the SUPERVISOR. Dry dock or dry berth related reports which contain readings (final, thickness, etc.), clearances, alignments, test results, or other such data for work that has to be completed prior to pre-flood, undocking, or floating for Navy boats and craft must be submitted to the SUPERVISOR within one day after recording the data but no later than 4 days prior to pre-flood, undocking, or floating for Navy boats and craft whichever occurs first.	
3.2.6.5	For those reports not submitted in NMD, submit the following additional information: data required by, signature, printed name, and title of the contractor's representative, and submission date.	
3.2.7	Prepare and submit one legible copy, in approved transferrable media, of a listing of all reports and Process Control Procedures (PCP) required by the CNO/CMAV Job Order to the SUPERVISOR no later than 15 days prior to the start of the CNO/CMAV availability. The listing must be sequential by Work Item number, and include each applicable paragraph number, PCP/report due date, completion date, submission date, and a provision for adding report serial numbers from NMD. When the equivalent information is provided in the Test and Inspection Plan (TIP) the report is not required.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.2.9	When a report is required to be submitted but no time requirement is specified in the Standard Item or Work Item, it must be submitted no later than 4 days after completion of the event.	
3.4.3	Submit one legible copy, in approved transferrable media, of a status report, listing Contractor Furnished Material (CFM) required to accomplish the work in Work Items that is not already on hand, to the SUPERVISOR not later than 30 days after the Job Order award, or 2 days after availability start date, whichever occurs first. Update the report and submit revisions to the SUPERVISOR every 14 days up to availability start date, within 10 days after availability start date, then monthly thereafter to End of Availability (EOA).	
3.4.4.2	Submit one legible copy, in approved transferrable media, of selected purchase orders to the SUPERVISOR upon request.	
3.8	Submit requests for deviations to the SUPERVISOR.	
3.8.3	Submit one legible copy, in approved transferrable media, of requests for deviations to the SUPERVISOR within one day of identifying the deviation.	
3.9	Submit documents (including procedures, required reports, plans, forms) requiring SUPERVISOR review, approval, acceptance or direction via an NMD CFR unless otherwise directed by the SUPERVISOR.	
3.10.2.2	Prior to starting work on a Work Item that requires a security clearance, submit a list in triplicate of the names, badge numbers or other identification numbers, and security clearances of contractor and subcontractor personnel who will require access to classified information or areas in order to accomplish the work.	
3.11.2	Submit one legible copy, in approved transferrable media, of notification required in 3.11.1 that has been provided to any regulatory authority for work on board the vessel to the SUPERVISOR within 2 days of providing such notice to the regulatory authority.	
3.12	Maintain a current copy at the job site of the Safety Data Sheet(SDS) for each hazardous material that will be utilized aboard the ship and/or in a Navy facility during the performance of this Job Order. Submit one legible copy, in hard copy or approved transferrable media, to the SUPERVISOR upon request.	
3.12.1	Each SDS requires a one-time submittal/acceptance unless the SDS changes or this NAVSEA Standard Item and/or references change.	
3.13.3	Submit one legible copy, in approved transferrable media, of a consolidated inventory of all ionizing radiation producing machines or material that will be utilized aboard the ship and/or naval facility during the performance of this Job Order to the SUPERVISOR, 5 days prior to the start of work.	
3.13.4	Submit one legible copy, in approved transferrable media, of the applicable NRC or Agreement State License including procedures regarding system process and operation for use of licensed radioactive material, to the SUPERVISOR 5 days prior to the start of work. Agreement State licensees must provide evidence of NRC Form 241 (Report of Proposed Activities in a Non-Agreement State) with the copy of the license for Agreement State licensees.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.13.5	Submit one legible copy, in approved transferrable media, of the applicable State license, authorization, or registration for machines that produce ionizing radiation, to the SUPERVISOR 5 days prior to the start of work.	
3.13.6	Submit one legible copy, in approved transferrable media, of a formal Radiological Safety Plan which must include operating and emergency procedures pertinent to the items listed in 3.13.3, and actions to control jobsite-boundary radiation exposures below those allowed for members of the general public under NRC and OSHA standards, to the SUPERVISOR 5 days prior to the start of work.	
3.14.1.1	Submit corrected report to SUPERVISOR.	
009-02 Environmental Compliance Report for Material Usage; accomplish		
3.1.2	Submit one legible copy, in approved transferrable media, of the names of the primary and secondary point of contact to the SUPERVISOR prior to availability start date.	
3.2.1	Submit one legible copy, in approved transferrable media, of an Environmental Compliance Report for Material usage at Naval Facility as follows:	
3.2.2	Submit applicable permits for portable, registered, or rental emission units to the SUPERVISOR prior to start of work.	
3.2.3	Establish a record-keeping program to reflect the manner in which the material records will be maintained and submitted to the SUPERVISOR.	
3.2.7	Reports for paint, solvent, adhesive, and nonskid usage records must contain the following items based upon category of the material.	
3.2.8	Abrasive blast grit materials used shall be submitted monthly.	
3.2.9	Welding operation report must be submitted monthly and must include filler metal manufacturer, specific product used in welding application, SDS, usage in pounds, and type of welding application.	
3.2.10	Portable internal combustion (IC) engine greater than 50 brake horse power operation report must be submitted monthly.	
3.3	Submit one legible copy, in approved transferrable media, of each report required by 3.2 to the SUPERVISOR no later than 10 days after the end of the month throughout the availability.	
3.4	Provide a deviation request for each coating that thinning is required to the SUPERVISOR. Upon approval of deviation use Attachment A for Volatile Organic Compounds (VOC) (for Option 1, 2, and 3 thinning requirement use only), or Attachment B for Volatile Organic Hazardous Air Pollutants (VOHAP) (for Option 4 thinning requirement), on the as-supplied coating by the manufacturer, or similar form	
3.4.3	No later than the 10th of each month, or at the end of each job, whichever is earlier; submit one legible copy, in approved transferrable media, of a report listing the following to the SUPERVISOR:	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
009-03 Toxic and Hazardous Substances; control		
3.3.2	Submit one legible copy of process(es) or procedure(s), and man-days/material costs required for each process or procedure, in approved transferrable media, when requested by the SUPERVISOR.	
3.4	Provide a notice to the SUPERVISOR and to the Commanding Officer's designated representative at least 4 hours, but not more than 24 hours prior to commencement of any work operation that requires establishment of a regulated area in accordance with the requirements of 2.1 (i.e. cleaning of spaces that have contained flammable or combustible liquids, lead work, cadmium work, asbestos work, etc.)	
009-04 Quality Management System; provide		
3.2	A written QMS Manual addressing all elements of 2.2 and supporting documented procedures must be submitted to the SUPERVISOR for review and acceptance. Required documented procedures may be contained in either the Manual or Level II QMS procedures. The contractor must have an accepted QMS, in accordance with this Standard Item, in place to receive an award of a Job Order.	
3.2.5	The documented QMS must include a matrix listing the correlation between 2.2, 3.2 and the corresponding paragraph/sub-paragraph(s) of the submitted documented procedures.	
3.5	Submit one legible copy, in hard copy or approved transferrable media, of any revisions, including the planned implementation date, to the accepted QMS identified in 3.2 to the SUPERVISOR within 7 days of contractor approval.	
3.6	Submittal of procedures invoked by NAVSEA Standard Items, MIL-STDs, drawings, technical publications, and specifications, although an integral part of the QMS, must be submitted to and approved by the SUPERVISOR for acceptance, independent of the QMS a minimum of 14 days prior to start of required process for planned availabilities, or as otherwise directed by SUPERVISOR.	
3.8	Respond in writing to each SUPERVISOR issued Method B/C/D Corrective Action Request (CAR) within 3 business days unless otherwise specified by the SUPERVISOR. Initial response must include immediate corrective action taken and a plan of action for CAR completion, including estimated completion dates. Final response must include preventive action for recurrence of identified nonconformance, root cause analysis using Attachment "E" and Objective Quality Evidence (OQE) for corrective action completed. When a CAR is unsatisfactory, revised response required within 3 business days unless otherwise specified by the SUPERVISOR.	
3.10.1	Submit the initial copy of the TIP to the SUPERVISOR prior to start of productive work for non-CNO availabilities and no later than 3 days prior to the availability start date for CNO availabilities.	
3.10.1.2	Submit one legible copy of the initial TIP, in hard copy or approved transferrable media that can be sorted (e.g., Excel spreadsheet) for contracts not managed in NMD.	
3.10.1.3	Submit one legible copy, in hard copy or approved transferrable media that can be sorted (e.g., Excel spreadsheet) of an updated TIP when requested by the SUPERVISOR not to exceed one per week for contracts not managed in NMD.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.15	For work being performed outside a 50-mile radius of the place of contract performance, the prime contractor must submit one legible copy, in hard copy or approved transferrable media, of purchase orders to the SUPERVISOR within 2 days or otherwise as directed by the SUPERVISOR, prior to issue of purchase order and shipment of equipment. For contractors who do not utilize purchase orders as a vehicle for accomplishing work within their company, a report identifying the delineation of the specific Work Item requirements, in lieu of the purchase order must be submitted to the SUPERVISOR.	
3.17	Certify to the SUPERVISOR that work is completed technically correct with all required OQE in support of the following applicable Key Events: Undocking (if applicable), PCD, C5ILO, WC, DT, FC, ST, and AC. Applicable Key Event ties must also be annotated for each item in the TIP as required by 3.10.2.1.	
3.17.2	If work is incomplete or complete with discrepancies, supporting rationale and impact statement with recovery plan must be provided to the SUPERVISOR using one of the methods from 3.17.1. Upon completion of work or correction of discrepancies, an updated status must be submitted to the SUPERVISOR.	
4.2	The QMS submitted in 3.2 requires a one-time submittal/acceptance unless this NAVSEA Standard Item and/or references change or contractor's status changes.	
4.9	Weld procedures previously accepted by a NAVSEA activity do not require additional technical review.	
009-05 Temporary Accesses; accomplish		
3.1	Submit one legible drawing or sketch of each proposed temporary access cut to the ship structure or engine enclosure and a list of each proposed bolted/riveted access removal to the SUPERVISOR 3 days prior to making the cuts or removing the bolted/riveted access. For a nuclear-powered vessel, submit drawing/sketch of each proposed temporary access cut to the SUPERVISOR 5 days prior to making cut or removing the bolted/riveted access. (See Note 4.2 and 4.3)	
3.1.1	Submittal of drawing or sketch is not required for those access cuts authorized on a NAVSEA-approved drawing.	
3.3	"INSPECT LAY OUT"	(V)(G)
009-06 Maintaining Protection and Cleanliness from Non-Radioactive Operation; accomplish		
3.1.1.1	Submit one legible copy, in hard copy or approved transferrable media, of a report listing results of the requirements of 3.1.1 to the SUPERVISOR.	
009-07 Confined Space Entry, and Certification; accomplish		
3.1.1	Submit one legible copy, in approved transferrable media, of a list of tanks or spaces to be opened or certified to the SUPERVISOR at least one day prior to opening the tank or void.	
3.1.2.1	Maintain a current roster of designated Competent Person(s) and copies of certificates of completion for the training required in 3.1.2 for reference by the SUPERVISOR. Submit one legible copy, in approved transferrable media, of the specific documents when requested by the SUPERVISOR.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.1.3	Post a copy of the Marine Chemist Certificate, Certified Industrial Hygienist's test/inspection record, or Competent Person's test/inspection record at each access to the affected space while work in the space is in progress. When requested, a copy of the MCC or test/inspection record must also be delivered to a location designated by the SUPERVISOR. In the event that the space is identified to be NOT SAFE FOR WORKERS or NOT SAFE FOR HOT WORK, the space must be posted accordingly and other affected contractors, the SUPERVISOR and Ship's Force must be notified immediately. The posted copy must be clearly visible and legible.	
3.1.5	Maintain a current roster of the names of the Shipyard/Plant Rescue Team Members, along with contractor certification that training requirements of Subpart B of 2.1 have been accomplished and are current for each Rescue Team Member, or documentation of arrangements made for an outside rescue team to respond promptly to a request for rescue service in a contractor facility. Submit one legible copy, in approved transferrable media, of the specific documents when requested by the SUPERVISOR.	
009-08 Shipboard Fire Protection and Fire Prevention; accomplish		
3.4	Submit one legible copy, in hard copy or approved transferrable media, of the initial Shipboard Temporary Fire Protection Plan to the SUPERVISOR for approval and posting no later than 10 days prior to placing any section of the ship's firemain out of service.	
3.4.1	one legible copy, in hard copy or approved transferrable media, of an updated Shipboard Temporary Fire Protection Plan prior to any modification to the plan after initial approval.	
3.5	Provide information on the operation and use of the Temporary Firemain and the Shipboard Temporary Fire Protection Plan at least one day prior to securing ship's firemain and no later than one day prior to entering dry dock, graving dock, or marine railway.	
3.6.12.3	Post a diagram at each temporary pier fire connection that indicates which portion of the temporary firemain are served.	
3.7.1.4	Test the temporary fire alarm system daily. Repair or replace defective or inoperative equipment immediately. Submit one legible copy, in hard copy or approved transferrable media, of the test report for the temporary fire alarm system, when requested by the SUPERVISOR.	
3.8.9	Submit one legible copy, in hard copy or approved transferrable media of the Fire Safety and Emergency Fire Response Plan to the SUPERVISOR no later than 10 days prior to commencement of work.	
3.8.9.1	Submit one legible copy, in hard copy or approved transferrable media, of an updated Fire Safety and Emergency Fire Response Plan prior to any modification to the plan after initial approval.	
3.15	"TEMPORARY FIREMAIN OPERATIONAL TEST"	(I)(G)
3.16	"TEMPORARY FIREMAIN OPERATIONAL TEST"	(V)
3.17	"PERIODIC SHORE SIDE WATER SUPPLY VALIDATION"	(I)(G)
3.22	Submit one legible copy, in hard copy or approved transferrable media, of a consolidated drawing in the format of a damage control diagram, depicting all services entering the ship to the SUPERVISOR within two days of services being routed onboard the ship.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.42.1	Submit one legible hard copy or approved transferrable media, to the Hot Work Coordinator for submission to ships force by 1400 the day prior for high confidence hot work.	
3.42.2	A smaller number of hot work authorization forms may be submitted after the arrival of the first shift on the day of execution. This number must not exceed 20 percent of the total hot work submitted for execution that day.	
3.42.3	Hot work authorization form provided to the Hot Work Coordinator must, at a minimum, include a serial number, a description of the work to be done, specific location compartment number, and each compartment adjacent to each deck, bulkhead, and similar structure upon which hot work is to be accomplished and the time hot work will commence.	
3.42.4	Notify Hot Work Coordinator if a condition changes and a hot work authorization form will not be performed, needs to be modified, or substituted with another hot work authorization form.	
3.42.5	The amount of hot work authorization forms submitted must not exceed each parameter identified in Attachment D.	
3.42.6	Submit one legible copy, in approved transferable media, of each request for deviation to the SUPERVISOR.	
3.42.6.1	Each request submitted must include rationale for the deviation, the quantity of hot work authorization forms exceeding the thresholds identified in Attachment D, and duration of deviation.	
3.43.1	Post the submitted written hot work authorization form conspicuously at each entrance to compartments or areas where hot work is being performed. Provide a copy of each hot work authorization form to the SUPERVISOR upon request.	
3.44	Submit a weekly hot work report in approved transferable media that will be reviewed during the weekly production meeting.	
3.50.2	Submit one legible copy, in approved transferrable media, of a record of boundary openings and their locations to the SUPERVISOR and one additional copy to the Commanding Officer's designated representative. Resubmit boundary opening data when any changes, additions, or deletions of boundary openings occur.	
3.51.2	Submit one legible copy, in approved transferrable media, of a record of boundary openings and their locations to the SUPERVISOR and one additional copy to the Commanding Officer's designated representative. Resubmit boundary opening data when any changes, additions, or deletions of boundary openings occur.	
3.60.1	Submit each request for deviation to the FSC via the SUPERVISOR for adjudication. Deviation request must include a written risk mitigation plan.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.62.2	Submit one legible copy, in approved transferrable media, of a formal written report, Attachment F, of the incident to the SUPERVISOR within one day of each fire. Provide daily updates within one day upon request by the SUPERVISOR, until the final report is submitted. The written report must contain the date and time of incident, extent of each personal injury or property damage, contractor/subcontractor name, Job Order/Work Item Number, type of fire, location of event (ship name and hull number, space, compartment), a brief description of the event including occurrences leading up to the incident, equipment involved, Contract Number, witness and/or individuals involved, short term and long term corrective action, and root cause analysis must be in accordance with Attachment “G”.	
009-09 Process Control Procedure (PCP); provide and accomplish		
3.1	Submit one legible copy of each PCP, in approved transferrable media, to the SUPERVISOR for approval. For planned availabilities, submission must be no later than 14 days prior to start of the required process, or as otherwise approved by the SUPERVISOR. At a minimum, Attachment A must be used for PCP development; ensure each element is contained within its respective section. (See NOTE 4.2)	
3.2	“START OF PROCEDURE”	(V)(G)
3.5	Submit one legible copy, in approved transferrable media, of a report to the SUPERVISOR identifying any technical changes required after work has commenced and prior to proceeding with the affected procedural steps. Technical changes include any change to work scope, work location, work sequence, testing, technical parameters (torque, test pressure, flow rate, etc.), material, inspections, repair processes, references, or change which otherwise alters any technical aspect of the work.	
3.6	Unless otherwise approved by the SUPERVISOR, complete and submit one legible copy of Attachment B in hard copy or approved transferrable media within three days of completion of production work and prior to equipment operation or testing.	
3.7	Submit one legible copy, in hard copy or approved transferrable media, of the completed process control documentation to the SUPERVISOR within 3 days of completion of the PCP or a minimum of 5 days prior the scheduled key event to which the PCP is tied. Documentation includes only completed OQE forms, signature records, or other recorded data obtained in the course of executing the PCP. Any previously submitted reports required by the body of the PCP or the associated Work Item do not require re-submission.	
4.2	For boats and craft 65 feet and less in length modify section 3.1 to “Submit one legible copy of each PCP, in approved transferrable media, to the SUPERVISOR once approved by contractor. For planned availabilities, submission must be no later than 24 hours prior to start of the required process, or as otherwise approved by the SUPERVISOR. Attachment A is provided as suggestion to be used for PCP development.”	
009-10 Asbestos-Containing Material (ACM); control		
3.1.2	Submit one legible copy, in approved transferrable media, of a report listing location and system identification of asbestos removed and non-asbestos installed which has not been identified elsewhere in the Job Order, to the SUPERVISOR.	
3.2.4	Submit one legible copy, in approved transferrable media, of notifications made to regulatory authority, regarding ACM removal, to the SUPERVISOR within 2 days of providing such notices to the regulatory authority.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.2.5	Submit a written notice to the SUPERVISOR and to the Commanding Officer's designated representative, and post at the Ship's Quarterdeck or other designated location for each job or separate area of ACM removed or damaged aboard ship where there may be ACM at least 4 hours, but not more than 24 hours, prior to the start of work.	
3.2.8	Submit one legible copy, in approved transferrable media, of a list of regulated areas, decontamination areas, and engineering controls to be established in accordance with 2.1, to the SUPERVISOR.	
3.7.1.1	Submit one legible copy, in approved transferrable media, of the lab analysis listing results of air monitoring certifying the area to be less than 0.1 asbestos fiber longer than 5 micrometers per cubic centimeter of air, to the SUPERVISOR.	
009-12 Weld, Fabricate, and Inspect; accomplish		
3.6	"NONDESTRUCTIVE TESTING"	(I)or (I)(G)
3.7	"EVALUATION OF RT FILMS"	(I)(G)
3.8	Provide and maintain a Welding Consumable Control System in accordance with 2.1, 2.2, 2.3, 2.5, 2.6, 2.10, 2.11, 2.13, 2.14, and 2.15, which covers the control and issuance of filler materials. The system must be described in a written procedure that must be submitted to the SUPERVISOR for review and approval prior to the initiation of production work. This procedure only requires a one-time submittal/approval unless the Standard Items change and/or references change or are updated. The Welding Consumable Control System must be subject to periodic conformity audits by the SUPERVISOR throughout the contract period.	
009-13 Meter, Gauge, Switch, and Thermometer; repair		
3.2.1.1	"CONDITION OF WIRE LEADS"	(V)
3.7.5	Submit one legible copy, in hard copy and approved transferrable media (in Excel format), of a calibration events data file in accordance with Attachment A for each contractor and subcontractor-performed calibration event to the ship's Field Calibration Activity (FCA), Engineering/Maintenance Officer and AIMD Officer (if assigned) via the SUPERVISOR on a bi-weekly basis.	
009-15 Rotating Machinery; balance		
3.2.1.6	Submit one legible copy, in hard copy or approved transferrable media, of an equipment overhaul report to the SUPERVISOR. Report must include a balance report in accordance with Section 231-8.13 of 2.1. Unsatisfactory vibration balance levels recorded in the post repair testing, as determined by the SUPERVISOR, will be corrected by in-place balancing in accordance with Section 231-8.13 of 2.1.	
3.3	Submit one legible copy, in approved transferrable media, of a report listing results of the requirements of 3.1 and 3.2 to the SUPERVISOR.	
009-16 Electronic Equipment; repair		
3.9	Submit one legible copy, in approved transferrable media, of a report listing inspection and test results of 3.1 and 3.2, to include the applicable EMI fixes not installed and EMI fixes that have been improperly installed, a list of discrepancies corrected, and a list of new components and wiring installed, to the SUPERVISOR.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.16	“OPERATIONAL TEST”	(V)(G)
009-17 Rotating Electrical Equipment; repair		
3.21	Submit one legible copy, in approved transferrable media, of a report listing results of the requirements of 3.3 through 3.3.7, 3.4.3, 3.4.4, 3.4.5, 3.4.7, 3.6, 3.9, through 3.11, 3.17.1.5, 3.18.3, 3.19 and 3.20 to the SUPERVISOR.	
3.23	“OPERATIONAL TEST”	(V)(G)
3.24	Submit one legible copy, in hard copy or approved transferrable media, of a report listing results of requirements and data recorded in 3.1.1, 3.1.2, 3.2, 3.22, and 3.23 through 3.23.3 to the SUPERVISOR.	
009-18 Mine Warfare Ships Magnetic Material; control		
3.1.1	The procedure requires a one-time submittal/acceptance unless Standard Items and/or references change or are updated.	
3.2	Maintain or reduce permeability of items at or below 2.0, including proposing alternative materials for existing designs to the SUPERVISOR. Where alternatives are not possible or practical, submit one legible copy, in approved transferrable media, of a report in the format of Attachment A, to document repaired or replaced items in excess of the magnetic material control limit of 3.1.6. Ensure the part number, permeability range, and magnitude and location match component material and design. Equipment which is magnetic and not currently authorized by applicable NAVSEA drawing or technical manual (i.e., substitution or new item) additionally requires evaluation and acceptance by the SUPERVISOR prior to installation.	
3.3.5.2	Submit one legible copy, in approved transferrable media, of a list of all proposed replacement fasteners with costs and sizes to the SUPERVISOR for approval prior to procurement.	
3.3.6	Submit one legible copy, in approved transferrable media, of a report furnishing documentation provided by supplier, as required by 3.1.6.	
009-19 Provisioning Technical Documentation (PTD); provide		
3.1.3	Statements of Prior Submission (SPS) must be submitted in lieu of PTD, whenever PTD that meets the requirements of the contract has previously been furnished to the Government. An SPS certifies that all replacement parts are identical to those provided by the previously furnished PTD.	
3.1.4	If there are any changes to replacement parts, a PTD package (PPL and EDFP) that identifies the changes must be submitted in lieu of an SPS.	
3.2	An EDFP must be provided with each PPL and SLPPL submittal.	
3.3.17	Submit one legible copy, in approved transferrable media, of the CFM report to the SUPERVISOR no later than 30 days after the Job Order award, every 14 days up to availability start date, within 10 days after availability start date, then monthly thereafter to End of Availability (EOA).	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.4	Submit data for PPLs and SLPPLs via 2.2, or in accordance with the ICAPS compatible format identified in Appendix K of 2.1 to the SUPERVISOR. Submit SPSs in approved transferrable media (spreadsheet or document) to the SUPERVISOR within 20 days after the installation of the contractor's component or equipment.	
009-20 Government Property; control		
3.2.1	Submit the names and signatures of persons authorized to receive and account for GFP to the SUPERVISOR.	
3.2.4	Submit one legible copy, in approved transferrable media, of a report within 2 days after inspection to the SUPERVISOR listing product quality deficiencies.	
3.2.5.1	Submit one legible copy, in hard copy or approved transferrable media, of a report in accordance with 2.3 to the SUPERVISOR within 5 days of the discovery.	
3.4.1	Return material purchased from the Government under the Cash Sale (Bailment) procedure and not incorporated into the end product being procured under the contract, or consumed directly in the performance of such contract, to the Government at the contractor's expense in the same condition as received. Submit one legible copy, in approved transferrable media, of turn-in document (DD 1348-1) showing material returned for credit, to the SUPERVISOR.	
3.4.2	Process material permanently removed from the ship for replacement, substitution, or elimination, whether serviceable or not, including equipment units, parts, and items determined by the SUPERVISOR to be of value to the Government as follows. A written certification must accompany the inventory schedule submitted to the SUPERVISOR for equipment that has been purged of fluorocarbon or halon materials.	
3.4.2.6	Submit one legible copy, in hard copy or approved transferrable media, of the inventory to the SUPERVISOR. The inventory shall be signed by the contractor's representative and submitted when directed by the SUPERVISOR, or in any case, immediately following the completion of each Job Order.	
3.5	Submit Final Termination of Inventory Report within 14 days after completion of availability.	
009-21 Alteration Verification, Logistic and Technical Data; provide		
3.1.3	Submit one legible copy, in approved transferrable media, of completed Attachments A through C to the SUPERVISOR for each alteration within 3 days after alteration completion.	
3.2.2	Submit data required by Attachment D, in approved transferrable media (spreadsheet or word processing document), to the SUPERVISOR no later than 5 days after installation or removal of GFM and CFM equipment or components from shipboard system(s).	
3.3	Submit all copies of technical manuals, Maintenance Index Pages (MIP), and Maintenance Requirements Cards (MRC) received with GFM and CFM equipment to the SUPERVISOR no later than 5 days after receipt of equipment.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
009-23 Interferences; remove and install		
3.2	Submit one legible copy, in approved transferrable media, of a report of components of the systems listed in 3.1 that must be removed as interferences and the work is not required by the Work Item, to the SUPERVISOR.	
3.3.1	Submit one legible copy, in approved transferrable media, of a report listing previously damaged and deteriorated interferences to the SUPERVISOR within 5 days after removal.	
3.4.2	Submit one legible copy, in approved transferrable media, of a report listing interferences removed to the SUPERVISOR within 5 days of removal.	
3.5.15.1	Submit one legible copy, in approved transferrable media, of a report listing locations and dates of installation of Adhesively Mounted Studs installed to the SUPERVISOR. The report may be used for future maintenance.	
3.6	"STRENGTH, TIGHTNESS, AND OPERATIONAL TESTS"	(V)(G)
009-24 Shipboard Authorization, Control, Isolation, Blanking, Tagging, and Cleanliness Requirements; accomplish		
3.1.4	When a WAF Coordinator (WAFCOR) is required in accordance with 009-106 of NAVSEA Standard Items, all repair activities participating in the availability must submit properly prepared WAFs to the Lead Maintenance Activity (LMA) WAFCOR for processing.	
3.1.4.2	The Repair Activity (RA) responsible for the work must accomplish the requirements of 2.3 and complete blocks 1, 2, and 4 through 10 of the WAF and submit to the WAFCOR.	
3.1.4.3	The WAFCOR must obtain the appropriate WAF serial number from the Ship's Force WAF Log and enter it into block 3 of the WAF. The WAFCOR must then submit the WAF to the ship's Watch/Duty Officer for processing blocks 11 through 14. The WAFCOR will sign block 12 for concurrence to start work.	
3.3.1	Submit one legible copy, in hard copy or approved transferrable media, of contractor's lockout/tags-plus program to the SUPERVISOR when requested.	
3.8.2	"VERIFY CLEANLINESS"	(V)
3.8.3	Submit one legible copy, in approved transferrable media, of a report identifying any location where cleanliness has not been maintained in accordance with 3.8.1 and cannot be restored by local cleaning in accordance with 3.8.2. Include the cause of system contamination and recommended actions for cleanliness recovery. (See 4.2)	
009-25 Structural Boundary Test; accomplish		
3.1.8	Submit one legible copy, in approved transferrable media, reporting the results of the test listing the requirements of 3.1 through 3.1.7 to the SUPERVISOR.	
3.2.9	Submit one legible copy, in approved transferrable media, reporting the results of the test listing the requirements of 3.2 through 3.2.8 to the SUPERVISOR.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.3.4	Submit one legible copy, in approved transferrable media, reporting the results of the test listing the requirements of 3.3 through 3.3.3 to the SUPERVISOR.	
3.4.3	Submit one legible copy, in approved transferrable media, reporting the results of the test listing the requirements of 3.4 through 3.4.2 to the SUPERVISOR.	
3.5.4	Submit one legible copy, in approved transferrable media, reporting the results of the test listing the requirements of 3.5 through 3.5.3.2 to the SUPERVISOR.	
3.6.6	Submit one legible copy, in approved transferrable media, reporting the results of the test listing the requirements of 3.6 through 3.6.5 to the SUPERVISOR.	
3.7.4	Submit one legible copy, in approved transferrable media, reporting the results of the test listing the requirements of 3.7 through 3.7.3 to the SUPERVISOR.	
009-26 Deck Covering; accomplish		
3.2.1	Submit one legible copy, in approved transferrable media, of specific documents when requested by the SUPERVISOR.	
3.4.1	If any defects are identified in 3.4, submit one legible copy, in hard copy or approved transferrable media, of a report listing defects found to the SUPERVISOR.	
3.6.1	If any defects are identified in 3.6, submit one legible copy, in hard copy or approved transferrable media, of a report listing defects identified to the SUPERVISOR.	
3.9.3.3	"VISUAL INSPECTION"	(I)
3.9.15	"VISUAL INSPECTION"	(I)(G)
3.9.15.1	"UNOBSTRUCTED FLOW TEST AND POSITIVE DRAINING INSPECTION"	(I)
009-27 Material Identification and Control (MIC) for Level I System; accomplish		
3.1	Provide and maintain a Material Identification and Control (MIC) System in accordance with 2.I for both Government furnished and contractor furnished materials utilized in the installation, alteration, and repair of systems or portions of systems designated as MIC LEVEL I by Work Items in the Job Order. The system must be described in a written procedure that must be submitted to the SUPERVISOR for review and approval prior to implementation. The procedure requires a one-time submittal/approval unless the Standard Items change and/or references change or are updated. The Material Identification and Control program for Level I Materials must be subject to periodic conformity audits by the SUPERVISOR throughout the contract period.	
3.3	Submit one legible copy, in approved transferrable media, of the completed LEVEL I work item including the required installation records to the SUPERVISOR at the completion of work and/or a minimum of one day prior to system testing/operation.	
3.3.1	For those work items that require a PCP per 3.2, in lieu of the report required in 3.3, submit one legible copy, in approved transferrable media, of the completed PCP documentation required by 009-09 of NAVSEA Standard Items at the completion of work and/or a minimum of one day prior to system testing/operation.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
009-30 Boiler Sample Tube; inspect		
3.3.3	Submit one legible copy, in approved transferrable media, of a report listing results of the requirements of 3.3 to the SUPERVISOR.	
3.5.3	Submit one legible copy, in approved transferrable media, of a report listing results of the requirements of 3.5.1 and 3.5.2 to the SUPERVISOR.	
009-31 Boiler Waterjet Cleaning; accomplish		
3.8	"CLEANLINESS"	(V)(G)
009-32 Cleaning and Painting Requirements; accomplish		
3.1.3.1	Maintain a current copy of material certification of abrasive blast media conforming to MIL-A-22262, A-A-1722, A-A-59316, SSPC-AB 3, or SSPC-AB 4 for reference by the SUPERVISOR. Copy must be available prior to blasting. When using stainless steel media, maintain a current copy of the manufacturer's commercial data sheet to validate media contains a minimum of 10.5 percent chromium. Copy must be available prior to blasting. MIL-A-22262 abrasives must be listed on the Qualified Products List (QPL), or the repair activity must have written notification from NAVSEA indicating pending listing on the QPL. Submit one legible copy, in hard copy or approved transferrable media, to the SUPERVISOR upon request. For A-A-1722, A-A-59316, SSPC-AB 3, or SSPC-AB 4 abrasives, a complete data package demonstrating compliance with the requirements must be provided by the supplier to the procuring activity. Exceptions are listed in 3.1.3.2 and 3.1.3.3.	
3.1.3.4	For requirements specified in 3.1.3.3, maintain a current copy of the results of the quality control requirements of Paragraph 6 of SSPC-AB 2 and quality assurance test required by Paragraph 5 of SSPC-AB 3 of 2.5 for reference by the SUPERVISOR. Submit one legible copy, in hard copy or approved transferrable media, to the SUPERVISOR upon request.	
3.1.3.6	"STEEL MEDIA BLASTING PROCESS AND MEDIA CONTAINMENT INSPECTION"	(V)(G)
3.1.3.8	"FINAL BLASTING MEDIA VISUAL INSPECTION"	(V)(G)
3.1.32.1	"CLEANING"	(I)
3.7.2	If using QA Appendices, submit one legible copy, in hard copy or approved transferrable media, of recorded in-process information on QA Checklist Forms to the SUPERVISOR within 72 hours of completion of preservation of each separate location listed in the invoking Work Item or task order.	
3.8.1	Accomplish receipt inspection for coatings applied on aircraft carriers and submarines to areas listed in 3.7 (excluding underwater hull and nonskid systems) upon receipt from the manufacturer. Accomplish testing of the following properties in accordance with the requirement of the applicable specification and the manufacturer's certificate of compliance or conformance test data form. Receipt inspect coating components for density, fineness of grind, viscosity, and condition in container. Receipt inspect mixed coating for dry hard time, sag resistance, and color of dry film. Receipt inspection testing is not required for those characteristics that have satisfactory test data provided on the manufacturer's certificate of compliance or conformance test data forms, or another shipyard's receipt inspection test data forms that meet the applicable coating specification requirements. Submit one legible copy, in hard copy or approved transferrable media to the SUPERVISOR upon request.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.8.1.1	On all ships for coatings applied to areas listed in 3.7, maintain on file the original manufacturer's certificate of compliance and material conformance test data in accordance with Section 11 of 2.2. Submit one legible copy, in hard copy or approved transferrable media to the SUPERVISOR upon request.	
3.8.1.2	For areas listed in 3.7, if requested by the SUPERVISOR, prepare and submit one legible copy, in hard copy or approved transferrable media, of Coatings Application Product Summary (CAPS) sheet (QA Checklist Form Appendix 8).	
3.10.2	"CLEANLINESS" (See 4.4)	(I)or(I)(G)
3.10.5	"SURFACE PROFILE" (See 4.4)	(I)or(I)(G)
3.10.6	"CONDUCTIVITY MEASUREMENT"	(I)(G)
3.10.7	"SURFACE PREPARATION" (See 4.4)	(I)or(I)(G)
3.10.9	"COATING INSPECTION FOR EACH PAINT COAT" (Consists of Coating Thickness, Holidays, and Cleanliness) (See 4.4)	(I)or(I)(G)
3.11.4	"SURFACE PROFILE" (See 4.4)	(I)or(I)(G)
3.11.11	"NONSKID MIXING AND APPLICATION" (See 4.4)	(I)or(I)(G)
3.11.12	"NONSKID SPREAD RATE AND HOLIDAY INSPECTION" (See 4.4)	(I)or(I)(G)
009-33 Rotating Electrical Equipment; rewind		
3.21	Submit one legible copy, in approved transferrable media, of a report listing results of the requirements of 3.1.1, 3.1.2, 3.2, 3.3.1 through 3.3.2.1, 3.3.5 through 3.3.7, 3.5.1, 3.5.3 through 3.5.5, 3.6.1 through 3.6.4, 3.9, 3.10, 3.11, 3.17.1.5, 3.18, 3.19, and 3.20 to the SUPERVISOR.	
3.23	"OPERATIONAL TEST"	(V)(G)
3.24	Submit one legible copy, in hard copy or approved transferrable media, of a report listing data recorded in 3.1.1, 3.1.2, 3.2, 3.22 and 3.23 through 3.23.3 to the SUPERVISOR.	
009-36 Contoller; repair		
3.6	Submit one legible copy, in approved transferrable media, of a report listing retained accessories in 3.1.1 and results of the requirements of 3.2, 3.5 and 3.5.1 to the SUPERVISOR.	
3.12	Submit one legible copy, in approved transferrable media, of a report listing results of the requirements of 3.9, 3.11, and a list of new components and wiring installed to the SUPERVISOR.	
3.14.1	"PRELIMINARY SEQUENCE TEST"	(V)
3.15	"OPERATIONAL TEST"	(V)(G)

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
009-38 Boiler, Catapult Accumulator and Reboiler Dry Lay-up; accomplish		
3.4	"INSPECT BOILER, ACCUMULATOR AND REBOILER LAY-UP"	(V)
009-39 Technical Manual Contract Requirement (TMCR) for a New Technical Manuals for Commercial Equipment/Component; accomplish		
3.1.1.1	Submit 3 advance copies to the SUPERVISOR for review within 10 days upon receipt of equipment/component from the vendor.	
3.1.2	Submit supplementary data for commercial manuals in accordance with 2.1 to the SUPERVISOR.	
3.1.2.2	Submit 3 review draft copies (RDC) of the supplementary data to the SUPERVISOR for review within 10 days of receipt of equipment from vendor.	
3.2.1.1	Submit 3 review draft copies (RDC) of the supplementary data to the SUPERVISOR for review within 10 days of receipt of equipment from vendor.	
3.2.1.2	Submit one proof copy and one reproducible copy with integrally related art to the SUPERVISOR not later than 30 days after receipt of the reviewed final reproducible copy (FRC).	
3.3.1.1	Submit 3 review draft copies (RDC) to the SUPERVISOR for review within 10 days after receipt of equipment/component.	
3.3.1.2	Submit one proof copy and one final reproducible copy (FRC) with integrally related art to the SUPERVISOR not later than 30 days after receipt of the reviewed draft copy.	
009-40 Contractor Crane, Multi-Purpose Machine and Material Handling Equipment at a Naval Facility; provide		
3.7.3	Submit one legible copy, in hard copy or approved transferrable media, of Attachment A to the SUPERVISOR, upon request.	
3.8.5	Submit one legible copy, in approved transferrable media, of the accident report consisting of a summary of circumstances, and explanation of cause(s), and corrective actions taken, using Attachment C, to the SUPERVISOR within 15 days of each accident.	
009-45 Tapered Plug Valve; repair		
3.3.1.1	"INSPECT CONTACT"	(V)
3.5.2	"SEAT TIGHTNESS"	(I)
3.5.3	"SEAT TIGHTNESS"	(I)
009-46 Butterfly Valve, Synthetic and Metal Seated; repair		
3.5.2	"SEAT TIGHTNESS"	(I)

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
009-47 Gate Valve; repair		
3.2.2	"TORQUE TEST" (See 4.3)	(I) or (V)
3.4	"VERIFY LEVEL I PARTS AND CLEANLINESS"	(I)(G)
3.5.2	"SEAT TIGHTNESS" (See 4.4)	(V)(G) or (I)(G)
009-48 Pressure Seal Bonnet Valve Shop Repair; accomplish		
3.2.2	"TORQUE TEST" (See 4.3)	(I) or (V)
3.2.3	"LIQUID PENETRANT INSPECT"	(I)
3.3.4.1	"VISUAL INSPECT" (See 4.3)	(I) or (V)
3.3.5.1	"INSPECT CONTACT" (See 4.3)	(I) or (V)
3.4	"VERIFY LEVEL I PARTS AND CLEANLINESS"	(I)(G)
3.5.2	"SEAT TIGHTNESS" (See 4.4)	(V)(G) or (I)(G)
3.5.3	"SEAT TIGHTNESS" (See 4.4)	(V)(G) or (I)(G)
009-49 Pressure Seal Bonnet Valve In-Line Repair; accomplish		
3.2.2	"TORQUE TEST" (See 4.3)	(I) or (V)
3.2.3	"LIQUID PENETRANT INSPECT"	(I)
3.3.3.1	"VISUAL INSPECT" (See 4.3)	(I) or (V)
3.3.4.1	"INSPECT CONTACT" (See 4.3)	(I) or (V)
3.4	"VERIFY LEVEL I PARTS AND CLEANLINESS"	(I)(G)
009-50 Horizontal Swing Check Valve; repair		
3.3.3.1	"INSPECT CONTACT"	(V)
3.5.2	"SEAT TIGHTNESS"	(I)
009-52 Relief Valve; repair		
3.5.2	"SHOP TEST"	(I)
009-53 Bolted Bonnet, Globe, Globe Angle, and Globe Stop Check Valve Shop Repair; accomplish		
3.2.2	"TORQUE TEST" (See 4.3)	(I) or (V)

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.4	“VERIFY LEVEL I PARTS AND CLEANLINESS”	(I)(G)
3.5.2	"SEAT TIGHTNESS" (See 4.4)	(V)(G) or (I)(G)
3.5.3	“BACK PRESSURE TEST” (See 4.4)	(V)(G) or (I)(G)
009-54 Bolted Bonnet, Globe, Globe Angle, and Globe Stop Check Valve In-Line Repair; accomplish		
3.2.2	"TORQUE TEST"	(I) or (V)
3.2.3	"LIQUID PENETRANT INSPECT"	(I)
3.3.4.1	"INSPECT CONTACT" (See 4.3)	(I) or (V)
3.4	"VERIFY LEVEL I PARTS AND CLEANLINESS"	(I)(G)
009-55 Regulating/Reducing Valve; repair		
3.5.2	"SHOP TEST"	(I)
009-57 Reduction Gear Security Requirements; accomplish		
3.3.3	"INSPECTION/APPROVAL OF SECURITY CONTROL AREA"	(V)(G)
3.5.4	"PRE-OPENING CLEANLINESS"	(V)(G)
3.6.2.1	Submit one legible drawing or sketch of proposed enclosure(s) to the SUPERVISOR 5 days prior to entering the reduction gear. Drawing shall include enclosure access for installation of lifting gear (if required).	
3.10	"INSPECTION PRIOR TO CLOSURE"	(V)(G)
3.10.3.1	Submit one legible copy, in hard copy or approved transferrable media, of completed Attachments A and B to the SUPERVISOR within 2 days of final closure.	
009-58 Pump and Driver Shaft Alignment; accomplish		
3.2.1	Submit one legible copy, in hard copy or approved transferrable media, of a report listing results of the piping alignment check to the SUPERVISOR within 3 days of completing the disassembly alignment check.	
3.3	“INSPECT PIPING ALIGNMENT AT INSTALLATION”	(V)(G)
3.5	"COLD ALIGNMENT" (See 4.4)	(V)(G)
3.5.2	Submit one legible copy, in hard copy or approved transferrable media, of a completed alignment data collection form (Page 7-2 of 2.1) (see 4.5) for the results of the requirements of 3.5 to the SUPERVISOR.	
3.7	"FINAL HOT ALIGNMENT"	(V)(G)

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.7.1	Submit one legible copy, in hard copy or approved transferrable media, of a report listing results of the requirements of 3.7 to the SUPERVISOR. The report must include the completed alignment data collection form (page 7-2 of 2.1) (see Note 4.5) for final hot alignment condition.	
009-60 Schedule and Associated Report for CNO Availability; provide and manage		
3.1.8	Develop an export of the IPS data elements in a sortable/filterable spreadsheet format compatible with Microsoft Excel. The spreadsheet must include a column for each of these elements laid out in the order presented in table one from left to right. For AIT Installed alterations the Alt Type and Number should be entered in the Work Item Number field.	
3.3.2	Generate a Schedule Health Report that includes the following information: Number of incomplete activities with missing logic; Finish-to-Start Percentage; Number of incomplete activities with negative float; Number of incomplete activities with high duration; Throughput Percentage. Parameters exceeding threshold values require explanation. Submit Schedule Health Report with the Initial IPS, SOR, and at the 25, 50, and 75 percent progress of the availability. (See 4.1.29, for report element description and threshold values).	
3.5.2.1	The representative must develop a report identifying missing or incomplete schedule integration data for known participants in the availability when the SOR is submitted. Identification of missing or incomplete schedule integration data is required to highlight areas of elevated IPS uncertainty, but must not be cause for delay in establishing the SOR nor the delivery of reports required under this Standard Item.	
3.8	Submit the following reports as listed in Adobe Acrobat (.pdf), Microsoft Excel (.xlsx), or Microsoft Word (.doc) compatible media as per Table 2 and Table 3	
009-61 Shipboard Use of Fluorocarbon; control		
3.4	Submit written notification to the SUPERVISOR and the Commanding Officer's designated representative at least 4 hours, but not more than 24 hours prior to commencement, each time fluorocarbons are utilized aboard ship for any purpose. Identify the time, location, and purpose of each evolution. Notify the SUPERVISOR and designated ship's representative immediately prior to the actual start and upon completion of each evolution.	
3.5	"INSPECT FLUOROCARBON EQUIPMENT"	(I)
3.6	"INSPECT WORK SITE AND PROCESS PRIOR TO FLUOROCARBON OPERATIONS"	(I)(G)
009-62 Boiler Handhole and Manhole Seat and Plate; inspect		
3.4	Submit one legible copy, in approved transferrable media, of a report listing results of the requirements of 3.3 to the SUPERVISOR. Report must list each handhole and manhole seat which failed to meet the minimum allowable values listed in Appendices 5D, 5E, and 6C of 2.1.	
009-63 Lubricating Oil and Hydraulic Fluid; analyze		
3.6	Submit one legible copy, in hard copy or approved transferrable media, of a report listing completed test results of 3.2 through 3.5 for each sample to the SUPERVISOR. (See NOTE 4.1)	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.8	Submit one legible copy, in hard copy or approved transferrable media, of original manufacturer's certificate of compliance and material conformance test data in Appendix B NOAP Equipment Wear Metal Limits, Appendix C NOAP Physical Properties Limits and Appendix E DRS Physical Property and Wear Metal Limits of 2.1, as applicable, and Table 556-8-1 Allowable Use Limits of Hydraulic Fluids of 2.2, 7 days prior to use of new fluids and oils.	
009-65 Polychlorinated Biphenyls (PCBs); control		
3.1.1	Submit one legible copy, in approved transferrable media, of a report listing results of the inspection conducted in 3.1 to the SUPERVISOR if a leak, deterioration, or corrosion is found.	
3.2.1	Submit one legible copy, in approved transferrable media, of a report verifying wool felt (gasket or damping material), location, and approximate quantity to the SUPERVISOR.	
009-67 Integrated Total Ship Testing; manage		
3.1.1.3	Submit one legible copy, in approved transferrable media, of the CTP to the SUPERVISOR no later than 15 days prior to availability start date.	
3.2.1.7	Submit one legible copy, in approved transferrable media, of the ITSTP to the SUPERVISOR no later than the start of the availability.	
3.2.2.3	Submit one legible copy, in approved transferrable media, of each updated or changed test procedure to the SUPERVISOR at least 3 days prior to implementation.	
3.2.2.6	Submit one legible copy, in approved transferrable media, of each test procedure to the SUPERVISOR for review and approval. Submission shall be no later than 14 days prior to start of the required test or as otherwise designated by the SUPERVISOR.	
3.2.2.8	Submit one legible copy, in approved transferrable media, of any editorial or SUPERVISOR approved technical changes made to the test procedure to the SUPERVISOR within one day of making the change.	
3.2.2.10	Submit one legible copy, in approved transferrable media, of the completed test procedure no later than 1 day after test completion.	
3.3.6	Submit one legible copy in approved transferrable media of minutes and changes to the CTP and ITSTP to TSTTG members no later than 2 business days after each meeting.	
009-69 Heavy Weather/Mooring Plan; provide		
3.1	Maintain a written Heavy Weather Plan that must be implemented during gales, storms, hurricanes, and destructive weather, including mooring calculations in accordance with 2.1 and 2.2, using 2.3 and 2.4 for guidance. The documented Heavy Weather Plan must be submitted to the SUPERVISOR for a document review and acceptance. The contractor must have an acceptable documented Heavy Weather Plan, in accordance with this Standard Item, in place no later than 15 days prior to availability start date. The Heavy Weather Plan must be subject to periodic conformity audits by the SUPERVISOR throughout the contract.	
3.1.1	Submit updated or changed plans to the SUPERVISOR as they occur.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.4.2	Submit mooring calculations for the worst anticipated loading condition during the availability. For ships with a self-compensating fuel system, the loading condition must show the self-compensation fuel system full of water, fuel, or some combination of fuel and water, projecting the worse possible condition as shown in calculations for maintaining ship's stability. Determine the combined loading due to wind load from each direction and both peak flood and ebb current loads at low and high tides. Calculations may require re-submittal if significant changes occur from the original estimate on which the calculations were based.	
4.4	The Heavy Weather Plan submitted in 3.1 requires a one-time submittal/acceptance unless this NAVSEA Standard Item and/or references change or contractor's status changes.	
009-70 Confined Space Entry, Certification, Fire Protection, Fire Prevention and Housekeeping for Unmanned <i>Vessel</i> ; accomplish		
3.1.1	Submit one legible copy, in approved transferrable media, of a list of tanks or spaces to be opened or certified to the SUPERVISOR at least one day prior to opening the tank or void.	
3.1.2.1	Maintain a current roster of designated Competent Person(s) and copies of certificates of completion for the training required in 3.1.2 for reference by the SUPERVISOR. Submit one legible copy, in approved transferrable media, of the specific documents when requested by the SUPERVISOR.	
3.1.5	Maintain a current roster of the names of the Shipyard/Plant Rescue Team Members, along with contractor certification that training requirements of Subpart B of 2.2 have been accomplished and are current for each Rescue Team Member, or documentation of arrangements made for an outside rescue team to respond promptly to a request for rescue service in a contractor facility. Submit one legible copy, in approved transferrable media, of the specific documents when requested by the SUPERVISOR.	
3.3.1.1	Submit one legible copy, in approved transferrable media, of the training program when requested by the SUPERVISOR.	
3.7.1	Submit one legible copy, in approved transferable media, of request for deviation to the SUPERVISOR.	
3.7.2	Submit one legible copy, in approved transferrable media, of a written report of the discrepancies and corrective actions, using Attachment A, to be taken to the SUPERVISOR within 4 hours after completion of the inspection.	
3.7.3.1	Submit one legible copy, in approved transferrable media, of the certificates of completion for the required courses upon request by the SUPERVISOR.	
009-71 Piping System; test		
3.1.2	"VISUAL INSPECTION - SHOP TEST" (See 4.2)	(I)(G)
3.1.3	"VISUAL INSPECTION - HYDROSTATIC, LOW PRESSURE AIR, VACUUM, OR OPERATING PRESSURE TEST" (See 4.2)	(I)(G)
3.5	Submit one legible copy, in approved transferrable media, reporting the results of the test listing the requirements of 3.2 through 3.4, including each location of the new and disturbed gravity drain/new and disturbed sounding tube piping to the SUPERVISOR.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
009-72 Physical Security at a Private Contractor Facility; accomplish		
3.3	Submit one legible copy, in approved transferrable media, of the plan to the SUPERVISOR for review and approval no later than 15 days prior to availability start date.	
3.3.2	Any changes at the Contractor's facility affecting physical security or the approved plan shall be submitted to the SUPERVISOR for approval within 24 hours.	
3.5	Prepare an itemized statement of cost incurred for the work covered by this Standard Item that was necessary to meet Force Protection Conditions different from that specified in the solicitation. Submit one legible copy, in approved transferrable media, of the statement to the SUPERVISOR within 30 days of delivery or redelivery (as applicable) of the ship. The statement must itemize the total direct labor hours with the applicable direct labor rates, overhead, General and Administrative (G&A) and/or other indirect rates, material, material handling charges, subcontractor costs, Other Direct Costs (ODC), and freight costs (as applicable). Where final overhead rates are not available, use the most current billing rate(s).	
A.1.e	Closed Circuit Television (CCTV) installs will be planned for installation by using Chapter 4 of the Unified Facilities Criteria (UFC) 4-021-02NF. Plans will be submitted to the SUPERVISOR for approval, prior to installation. This UFC document provides guidance on how to design electronic security systems required by the current antiterrorism/force-protection environment.	
009-73 Shipboard Electrical/Electronic Cable Procedure; inspect, test, install, remove, and repair		
3.1.1	Submit one legible copy, in hard copy or approved transferrable media, of the credentials of the Qualified Personnel accomplishing connector fabrication, Supervision, and QA Inspection to the SUPERVISOR prior to the start or continuation of work. Submit any change as it occurs.	
3.2.1	Submit one legible copy, in hard copy or approved transferrable media, of a report listing inspection results including cable installation conditions not in compliance with 2.1, 2.3 and 2.12 to the SUPERVISOR, using Attachments A and B, within 4 days of completion of inspections. (See 4.7)	
3.11	Submit one legible copy, in hard copy or approved transferrable media, of a report listing results of the requirements of 3.4.9 and 3.6.2, including circuit numbers, lead numbers, and readings obtained, to the SUPERVISOR within 3 days of completion of tests. Record data in Attachment C or equivalent form that contains the requirements of "Attachment C".	
009-74 Occupational, Safety and Health Plan; accomplish		
3.15.2	Submit one legible copy, in approved transferrable media, of a formal written report, Attachment A, of the incident to the SUPERVISOR within one day of each accident requiring medical treatment, each electrical shock, or any incident when requested by the SUPERVISOR. Provide daily updates within one day upon request by the SUPERVISOR, until the final report is submitted. The written report must contain the name of each injured person, date and time of incident, extent of each personal injury or property damage, contractor/subcontractor name, Job Order/Work Item Number, type of incident, location of event (ship name and hull number, space, compartment), a brief description of the event including occurrences leading up to the incident, equipment involved, Contract Number, witness and/or individuals involved, short term and long term corrective action, and root cause analysis must be in accordance with Attachment "B".	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.16.1	Submit one legible copy, in hard copy or approved transferrable media, of a report listing employees who have completed training required by 3.16 to the SUPERVISOR upon request.	
3.16.3	Maintain current copies of the training documents required by the guidelines for reference by the SUPERVISOR. Submit one legible copy in approved transferrable media when requested by the SUPERVISOR.	
3.21	Submit a written request to use Ship's Force services (e.g., air, water and electrical power). Request must include rational for deviation, duration of use, and type and description of equipment that will be utilizing ship's services.	
3.21.1	Submit one legible copy, in approved transferrable media, of each request to the SUPERVISOR.	
009-75 Circuit Breaker; repair		
3.2.5	Submit one legible copy, in approved transferrable media, of a report listing test and inspection results and missing and defective components, circuitry and hardware to the SUPERVISOR.	
3.6	Submit one legible copy, in approved transferrable media, of a report listing results of the requirements of 3.4, 3.5, and a list of new components, assemblies, subassemblies, internal circuitry, and hardware installed to the SUPERVISOR.	
3.8	"OPERATIONAL TEST"	(V)(G)
009-76 Waveguide and Rigid Coaxial Lay-Up; accomplish		
3.2.4.1	Submit one legible copy, in approved transferrable media, of a report listing results of the requirements of 3.2.4 to the SUPERVISOR.	
009-77 Cofferdam Installation; accomplish		
3.3	Prior to the start of the PCP, submit one legible copy, in approved transferrable media, of Ship's Force notification in accordance with Paragraph 16-4.7.1.4 (plugs), or Paragraph 16-5.2.9 (patches), or Paragraph 16-6.6.10 (dry chambers), or Paragraphs 16-7.6.5 and 16-7.6.8 (stern tube seals) of 2.2 to the SUPERVISOR. (See NOTE 4.4)	
3.4	Prior to the removal of the cofferdam, submit one legible copy, in approved transferrable media, of Ship's Force notification of the location of the patch and level of protection (single or double barrier) to the SUPERVISOR. (See NOTE 4.4)	
3.5	"REMOVAL OF COFFERDAM"	(I)(G)
009-78 Passive Countermeasure System (PCMS) Material; repair		
3.1.2	"ENVIRONMENTAL REQUIREMENTS"	(V)
3.1.3	"WELD FAIRING"	(V)
3.1.4	"FINAL INSPECTION"	(V)(G)

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
009-79 Government Owned Material (GOM) Status for Multi-Ship Multi-Option (MSMO) Availability; report		
3.2	Prepare and submit one legible copy of GOM Status Reports in approved transferrable media (similar or equal to Excel).	
3.3	Submit the GOM Status Report to the SUPERVISOR 4 days prior to the 50 percent conference and 5 days after the end of the availability.	
009-80 Ship's Facility; maintain		
3.3	Submit one legible copy, in approved transferrable media, of a detailed schedule showing when each facility/system will be disrupted to accomplish 3.1.5.	
3.3.2	Submit updated schedules weekly throughout the entire availability.	
009-81 Compartment Closeout; accomplish		
3.1	Submit one legible copy, in approved transferrable media, of a compartment closeout schedule to the SUPERVISOR no later than the 50 Percent Review Conference for all CNO availabilities and non-CNO availabilities 9 weeks in length or longer.	
3.2	"COMPARTMENT INSPECTION"	(V)(G)
009-82 Installation of Equal Component Vice Specified Component; report		
3.1	Submit one legible copy, in hard copy or approved transferrable media, of a report listing the following data to the SUPERVISOR in each instance when the Work Item allows, and the contractor chooses, to install "an equal component" vice a "specified component" listed in the Work Item.	
3.1.7	Submission of the reports shall be no later than the 50 percent Conference.	
009-83 Wire Rope Assembly; <i>Fabricate</i>		
3.4	Submit one legible copy, in hard copy or approved transferrable media, of a report listing the certification and testing of each wire rope to the SUPERVISOR.	
009-87 Chemical Disinfection Procedure; accomplish		
3.2.1	Submit one legible copy, in approved transferrable media, of the chlorine residual test to the SUPERVISOR not later than one day after the completion of the test, stating that minimum FAC level has been met in accordance with 2.1.	
3.4.2	Submit one legible copy, in approved transferrable media, of completed report to the SUPERVISOR not later than one day after the completion of the test, with certification that the water is safe for human consumption.	
009-88 Collection, Holding and Transfer (CHT) and Motor Gasoline (MOGAS) Tank, Space, and Piping, including Sewage or (MOGAS) -Contaminated Tank, Space, and Piping; certify		
3.1.3	Submit one legible copy, in approved transferrable media, of a list of tanks or spaces to be certified to the SUPERVISOR at least one day prior to commencement of work.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.1.4	Process Control Procedure (PCP); provide and accomplish of NAVSEA Standard Items or SUPERVISOR Approved Technical Procedure (ATP) to support a step by step procedure of how the certification process will be accomplished. (See 4.4)	
009-90 Technical Representative; provide		
3.1.1.1	Submit, in approved transferable media, one copy of a report notifying the SUPERVISOR of the contractor's exercise of 3.1.1 and identifying the OEM-authorized service provider. Provide certification from the OEM to the SUPERVISOR that the vendor is an OEM-authorized service provider.	
3.2.5	Submit one legible copy, in approved transferrable media, of the name and qualifications of the Technical Representative to the SUPERVISOR for approval 15 days prior to commencement of work.	
3.5.3	Verify each process document where an as-found report is required, to include clearances and conditions, and submit as-found report.	
3.5.7	Submit one legible copy, in approved transferrable media, of a report listing overall condition to the SUPERVISOR within 5 days of completion of the requirements of the Work Item and/or coating system application or other process specified in the invoking Work Item.	
3.6	Notify the SUPERVISOR upon initial arrival and prior to final departure of the Technical Representative.	
009-91 Propeller In-Place Inspection; accomplish		
3.1	"VISUAL INSPECTION"	(I)
3.2.1	Submit one legible copy, in approved transferrable media, of completed Propeller Visual Technical Inspection Report Forms, NAVSEA 9245/3, listing results of the visual inspection and a sketch showing the size and location of any cracks or defects to the SUPERVISOR.	
3.4	"INSPECT BLADE ALIGNMENT"	(V)
3.5.1	"INSPECT BLADE EDGE PROTECTION REMOVAL"	(V)
009-92 Resilient Mount; install		
3.1.1	Submit one legible copy, in approved transferrable media, of heavily mis-loaded or deformed mounts to the SUPERVISOR within 3 days of identifying the condition.	
3.2.1.1	Submit one legible copy, in approved transferrable media, of a report listing results of the requirements of to the SUPERVISOR within 5 days after equipment removal.	
3.3.2	Submit one legible copy, in approved transferrable media, of a report listing results of the requirements of 3.3 and 3.3.1 to the SUPERVISOR.	
009-93 Emergency Planning and Community Right-to-Know Act (EPCRA) and Pollution Prevention Act (PPA) Information; provide		
3.1.2	Submit the names of the primary and secondary point of contact to the SUPERVISOR in writing prior to availability start date.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.2.2.1	Submit one legible copy, in approved transferrable media, of Safety Data Sheet (SDS) for each Extremely Hazardous Substances (EHS) listed in 2.3 brought aboard the Government facility.	
3.3.1	Submit one legible copy, in approved transferrable media, of non-emergency reports and copies of SDS(s) to the SUPERVISOR upon request.	
009-95 Mechanically Attached Fittings (MAFs); install		
3.2	Prepare a written procedure for approval by the SUPERVISOR identifying the specific MAF process that may be utilized. The procedure requires a one-time submittal/acceptance unless Standard Items and/or references change or contractor's status changes.	
3.2.2	Submit one legible copy, in approved transferrable media, of the procedure to the SUPERVISOR at least 7 days prior to initial implementation of procedure.	
3.2.2.1	Submit updated or changed procedures to the SUPERVISOR at least 3 days prior to implementation.	
3.3.1	Submit one legible copy, in approved transferrable media, of a report to the SUPERVISOR identifying the type of MAF, location (space), and system where the contractor exercises the option to install MAFs in lieu of weld fittings.	
009-96 Ball Valve; repair		
3.4	“VERIFY LEVEL I PARTS AND CLEANLINESS”	(I)(G)
3.5	"INSPECT ALIGNMENT" (See 4.3)	(I) or (V)
3.6.2	"SEAT TIGHTNESS" (See 4.3)	(V)(G) or(I)(G)
009-100 Ship's Stability; maintain		
3.3	For CG 47 and DDG 51 Class Ships only, submit the Process Control Procedure (PCP) in accordance with 009-09 of NAVSEA Standard Items to the SUPERVISOR: <ul style="list-style-type: none"> • Within 10 business days prior to start of availability for CNO scheduled availabilities; • Within 5 business days after award for non-CNO availabilities; and • Within 5 business days of any contract change order authorizing work that will alter the ship's condition of stability and after that, updated at a minimum of once every 30 days, 	
009-101 Ship Transit and Berthing; accomplish		
3.4	Submit one legible copy, in approved transferrable media, of a report listing results of the requirements of 3.1 through 3.3 to the SUPERVISOR 15 days prior to availability start date.	
009-103 Weight and Moment Change Data; provide		
3.1.2	Submit one legible copy, in approved transferrable media, of a report listing results of the requirements of 3.1.1 to the SUPERVISOR.	
3.1.2.2	Submit a separate data sheet for each applicable Work Item number.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
009-104 Vibration Testing and Analysis; accomplish		
3.1.3	Submit one legible copy, in hard copy or approved transferrable media, of written substantiation of the credentials of the personnel to the SUPERVISOR 7 days prior to the start of vibration testing.	
3.1.3.1	Submit any change of certification and/or personnel as it occurs to the SUPERVISOR.	
3.2.6.1	Submit one legible copy, in hard copy or approved transferrable media, of the following to the SUPERVISOR within 2 days of completion of vibration analysis.	
009-106 Work Authorization Form Coordinator (WAFCOR); provide		
3.2	The WAFCOR must be responsible for the work authorization control process for all Repair Activity (RA) work being performed during the contract performance period. The WAFCOR must receive, process, compare, and coordinate all WAFs and Technical Work Documents (TWDs) submitted by RAs in accordance with the requirements of Volume IV, Chapter 10, of 2.1. The WAFCOR must meet daily with the designated representatives from each RA, the Commanding Officer's designated representative, and the SUPERVISOR to eliminate any tag-out conflicts, and to advise the SUPERVISOR of any work authorization problems that could impact the RA's or the ship's work operations and testing.	
3.2.1	The WAFCOR must ensure that each RA submits a properly filled out WAF. The WAF/TWD must show explain the job description for each work authorization. The WAFCOR must assign a tracking number and submit the WAF to the Commanding Officer's designated representative. The Commanding Officer's designated representative will determine if adequate isolation and plant/system conditions exist to safely properly conduct the work, authorize and hang tag-outs, and sign the WAF. Each individual RA must submit work authorizations even if multiple RAs are working on the same components.	
3.2.3	The WAFCOR must ensure that WAF revisions or changes submitted by the cognizant RAs are processed prior to proceeding with the work necessitating the change/revision to the WAF.	
009-107 Piping System Cleanliness Restoration (Non-Nuclear); accomplish		
3.2.1	“VERIFY CLEANLINESS”	(I)(G)
3.2.2	“Verify Proper Equipment and Setup”	(V)(G)
3.3.1	“VERIFY CLEANLINESS”	(I)(G)
3.3.2	“Verify Proper Equipment and Setup”	(V)(G)
3.4.1	“VERIFY CLEANLINESS”	(I)(G)
3.4.2	“Verify Proper Equipment and Setup”	(V)(G)
3.5.1	“VERIFY CLEANLINESS”	(I)(G)
3.5.2	“Verify Proper Equipment and Setup”	(V)(G)
3.6.1	“VERIFY CLEANLINESS”	(I)(G)
3.6.2	“Verify Proper Equipment and Setup”	(V)(G)

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.7.1	“VERIFY CLEANLINESS”	(I)(G)
3.7.2	“Verify Proper Equipment and Setup”	(V)(G)
3.8.1	“VERIFY CLEANLINESS”	(I)(G)
3.8.2	“Verify Proper Equipment and Setup”	(V)(G)
3.9.1	“VERIFY CLEANLINESS”	(I)(G)
3.9.2	“Verify Proper Equipment and Setup”	(V)(G)
3.10.1	“VERIFY CLEANLINESS”	(I)(G)
3.10.2	“Verify Proper Equipment and Setup”	(V)(G)
3.11.1	“VERIFY CLEANLINESS”	(I)(G)
3.11.2	“Verify Proper Equipment and Setup”	(V)(G)
3.12.1	“VERIFY CLEANLINESS”	(I)(G)
3.12.2	“Verify Proper Equipment and Setup”	(V)(G)
3.13.1	“VERIFY CLEANLINESS”	(I)(G)
3.13.2	“Verify Proper Equipment and Setup”	(V)(G)
3.14.1	“VERIFY CLEANLINESS”	(I)(G)
3.14.2	“Verify Proper Equipment and Setup”	(V)(G)
009-109 Non-SUBSAFE Work on SUBSAFE-Certified Vessels; accomplish		
3.1.1	Submit one legible copy, in approved transferrable media, of the training plan to the SUPERVISOR no later than 15 days prior to availability start date.	
3.1.2	Submit revisions to the training plan to the SUPERVISOR for review and acceptance prior to use.	
3.2.2	Submit one legible copy, in approved transferrable media, of a list of qualified contractor and subcontractor personnel to the SUPERVISOR no later than 15 days prior to start of work.	
3.2.2.1	Submit updates to the list as changes occur throughout the availability.	
009-110 Non-Nuclear Work on a Nuclear Vessel; accomplish		
3.1.1	Submit one legible copy, in approved transferrable media, of the training plan to the SUPERVISOR no later than 15 days prior to availability start date.	
3.1.2	Submit revisions to the training plan to the SUPERVISOR for review and acceptance prior to use.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.2.2	Submit one legible copy, in approved transferrable media, of a list of qualified contractor and subcontractor personnel to the SUPERVISOR no later than 15 days prior to start of work.	
3.2.2.1	Submit updates to the list as changes occur throughout the availability.	
3.3.5	Submit one legible copy, in approved transferrable media, of a written report of the requirements of 3.3 to the SUPERVISOR within one day after completion of the briefing and walkthrough.	
009-111 Schedule and Associated Report for Non-CNO Availability; provide and manage		
3.4	Develop one legible copy, in approved transferrable media, of an availability status report that includes the revised IPS in accordance with Table 1. Note: some requirements may be submitted as separate attachments as specified within the table.	
3.6	Submit the following reports to the SUPERVISOR as listed in Table 2 in the specified format and timeline.	
009-112 Prevention of Radiographic-Inspection Ionizing-Radiation Hazard; accomplish		
3.3	Submit one legible copy, in hard copy or approved transferrable media, of completed Radiography Operations Planning Work Sheet, Attachment A, to the SUPERVISOR fourteen days prior to start of work (unless otherwise approved by the SUPERVISOR) and obtain approval prior to commencement of radiography operations.	
3.4	Submit one legible copy, in hard copy or approved transferrable media, of a diagram illustrating the boundary where the exposure rate must not exceed 2 mr/hr (0.02 mSv/hr) or under special circumstances the dose to an individual in any unrestricted area would not exceed 2 mrem (0.02mSv) in any one hour, to the SUPERVISOR no later than 14 days prior to start of work. In addition, the boundary must meet the requirement that no individual member of the public will receive a dose in excess of 100 mrem (1mSv) in a calendar year from the radiographic work, exclusive of background radiation in accordance with 2.1 and 2.2.	
3.5.2.1	Submit one legible copy, in hard copy or approved transferrable media, of a report listing results of the requirements of 3.5.2 to the SUPERVISOR, within one day.	
3.6.1	Submit one legible copy, in hard copy or approved transferrable media, of a follow-up report, to the SUPERVISOR, within 4 hours of the violation, using Boundary Violation Report, Attachment B.	
3.7.1.1	Submit one legible copy, in approved transferrable media, of a formal written report of the incident within one day to the SUPERVISOR.	
009-113 Rotating Electrical Equipment with a Sealed Insulation Systems (SIS); rewind		
3.1.1	Submit one legible copy, in hard copy or approved transferrable media, of the NAVSEA Certification Recertification letter confirming the Repair Activity has fulfilled the requirements for the SIS process to the SUPERVISOR. The NAVSEA letter must indicate the type of motors and the range of motor frame sizes the activity is qualified to rewind.	
3.1.2	Submit any change of certification as it occurs to the SUPERVISOR.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.14	Submit one legible copy, in approved transferrable media, of a report listing data recorded in 3.5.1, through 3.5.2.3, 3.5.5 through 3.5.13, 3.5.17 through 3.5.22, 3.10.1.5, and 3.11 through 3.13 to the SUPERVISOR.	
3.16	"OPERATIONAL TEST"	(V)(G)
3.17	Submit one legible copy, in hard copy or approved transferrable media, of a report listing data recorded in 3.2.1, 3.2.2, 3.4, 3.15, and 3.16 through 3.16.3 to the SUPERVISOR.	
009-114 Mold Remediation; accomplish		
3.3.6	The notice and remediation plan must be submitted to the SUPERVISOR for review prior to commencement of the work operation. Authorization of the SUPERVISOR must be obtained before proceeding with the work.	
3.7	"FINAL INSPECTION"	(V)(G)
009-115 Bearing Rebabbiting; accomplish		
3.1.2	" SHIPPING CRATE INSPECTION"	(I)(G)
3.2.13	"VERIFICATION OF BOND"	(I)(G)
3.2.15	"SHIPPING CRATE INSPECTION"	(I)(G)
3.3	Submit one legible copy, in hard copy or approved transferrable media, of the PCP with all substantiating documents within one day of completion of the requirements of 3.2.15. Provide one additional legible hard copy of the completed PCP with the bearing when shipped.	
009-117 Combat Systems Light-Off; support		
3.2.1	Submit one legible copy, in approved transferrable media, of a report listing the status of CRS completion including a list of preliminary C5I Light-Off discrepancies to the SUPERVISOR weekly beginning at the 50 Percent Review Conference. Submission can be concurrent with reports required by 009-60 and 009-81 of NAVSEA Standard Items.	
3.2.3	"JOINT INSPECTION"	(V)(G)
3.2.3.4	Submit one legible copy, in approved transferrable media, of a report listing the discrepancies identified during each inspection that will impede testing and the discrepancies identified that will not impede testing, to the SUPERVISOR.	
009-118 CG Deck Loading; accomplish		
3.1.1	Submit one legible drawing or sketch of a proposed deck loading plan to the SUPERVISOR for review and acceptance 3 days prior to the start of the availability.	
3.1.1.1	Submit updated or changed plans to the SUPERVISOR as they occur.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
009-120 Fact Finding and Critique of Unplanned Event; manage		
3.1.2	Initiate a preliminary investigation to identify and capture relevant facts regarding the unplanned event. Provide ongoing updates to the SUPERVISOR on immediate actions being taken and the status of the preliminary investigation. Complete the preliminary investigation and submit Attachment E to the SUPERVISOR within 24 hours of receiving direction to initiate actions under this Standard Item.	
3.2.1	Accomplish initial Fact Finding Investigation and prepare a Preliminary Fact Finding Report using Attachment B, Fact Finding Report and Preparation Requirements. Submit a copy of the Preliminary Fact Finding Report to the SUPERVISOR within 3 days of being directed by the SUPERVISOR to proceed in accordance with 3.1.5 or 4 hours prior to the scheduled Critique Meeting, whichever occurs first. Request for additional time must be submitted to and approved by the SUPERVISOR. The Preliminary Fact Finding Report must contain a complete chronological statement of the facts relative to the occurrences leading up to and through the unplanned event, the immediate corrective actions taken, a working copy of Cause and Corrective Action Form to be refined during the Critique Meeting and any other documents used during the fact finding investigation. Include only facts such as what happened, when, where, who was present, who took action, etc.	
3.2.5.1	A Critique Meeting may be deemed not warranted based on the results of the Fact Finding investigation. The problem(s) resulting in the unplanned event must be fully understood and cause(s) clearly known. The SUPERVISOR must concur in the decision to not hold a Critique Meeting and a Final Fact Finding Report must still be prepared and submitted.	
3.3.9	Submit one legible copy, in hard copy or approved transferrable media, of the Critique paperwork and associated reports to the SUPERVISOR within 3 days after conclusion of the Critique Meeting.	
3.4	Submit one legible copy, in hard copy or approved transferable media, of the Final Fact Finding Report listing the results of the investigation, along with all associated paperwork, to the SUPERVISOR within 30 days of being directed to investigate the Unplanned Event.	
009-121 Ship Assessment/Inspection; accomplish		
3.1.2.5	Submit Technical Feedback Report (TFBR) to the SUPERVISOR to address any deficiencies or technical inaccuracies in the Assessment/Inspection procedure. Ensure TFBR describes what is required to properly perform Assessment/Inspection.	
009-122 Temporary Padeye; install and remove		
3.1.2	Submit one legible copy, in hard copy or approved transferrable media, of a report listing the design of each planned temporary padeye not in compliance with 2.2 and 2.4 SUPERVISOR approval 7 days prior to planned installation. Include material specification, dimensional drawing(s), weld joint design, intended use, and installation location.	
3.2.1.1	Submit one legible copy, in hard copy or approved transferrable media, of a report listing results of the requirements of 3.2 and 3.2.1 to the SUPERVISOR.	
3.3	“NONDESTRUCTIVE TESTING”	(I)
3.5	“NONDESTRUCTIVE TESTING”	(I)

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.7	Submit the log of 3.2.3 to the SUPERVISOR within 72 hours after removing all temporary padeyes, or prior to ship's departure, whichever occurs first.	
009-123 Fiber Optic Component; remove, relocate, repair, and install		
3.1.2	Submit one legible copy, in hard copy or approved transferrable media, of a report listing all personnel involved in accomplishing fiber optic installation or repair (e.g., installers, QA oversight, direct supervision) to the SUPERVISOR prior to the start or continuation of production work. Submit any changes as they occur.	
3.2.1	Submit one legible copy, in hard copy or approved transferrable media, of a report listing results of the requirements of 3.2 including cable installation conditions not in compliance with 2.2 and 2.5 to the SUPERVISOR within 4 days of completion of inspections.	
3.11	Submit one legible copy, in hard copy or approved transferrable media, of a report listing results of the requirements of 3.3.1.1, 3.3.6 through 3.3.9, 3.3.12, 3.3.13, 3.4.3, 3.4.4, 3.4.8, 3.4.12 through 3.4.17, 3.5.1 through 3.5.5, and 3.6 to the SUPERVISOR within 3 days after recording the data.	
009-124 Thermal Spray Nonskid Application; accomplish		
3.3.1	Submit one legible copy of QA appendices in hard copy or approved transferrable media of recorded in-process information on QA Checklist Form Appendices to the SUPERVISOR within 72 hours of completion of preservation of each separate location listed in the invoking Work Item or task order.	
3.4	Submit one legible copy of the containment design 14 days before erecting the containment for approval by the SUPERVISOR.	
3.11.2	"CONTAINMENT AND VENTILATION INSTALLATION"	(V)(G)
3.11.3	"VERIFY CONTAINMENT AND ENCLOSURE RE-INSTALLATION"	(V)
3.12	"ENVIRONMENTAL READINGS"	(V)
3.13.2	"PRIMARY SURFACE PREPARATION"	(V)
3.13.3	"CONDUCTIVITY MEASUREMENT"	(I)(G)
3.13.4	"CLEANLINESS PRIOR TO ABRASIVE BLASTING"	(I)(G)
3.14.1	Blast media must conform to SSPC-AB 1 of 2.3 or A-A-59316 of 2.13 and be a blend of 50 percent 16-mesh grit aluminum oxide and 50 percent 24-mesh grit aluminum oxide. Submit one legible copy, in hard copy or approved transferrable media, of the blast media conformance data package to the SUPERVISOR prior to blasting.	
3.14.4	"VERIFY COMPRESSED AIR QUALITY"	(V)
3.14.6	"SECONDARY SURFACE PREPARATION"	(I)(G)
3.14.7	"SURFACE PROFILE"	(I)(G)
3.14.8	"DUST TEST"	(I)(G)

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.15.2	“VERIFY SECONDARY SURFACE PREPARATION PRIOR TO TSN APPLICATION”	(V)
3.15.4.2	“THERMAL HAND SPRAY AND ROBOTIC SPRAY APPLICATION MACHINE SETTINGS”	(I)
3.15.5	“MANDREL BEND WITNESS COUPONS”	(I)
3.15.6	“THERMAL SPRAY VISUAL INSPECTION”	(V)
3.15.7	“FT MEASUREMENTS”	(I)(G)
3.15.7.2	Evaluate areas of low FT identified in 3.15.7.1 by taking one FT reading at 3 inch intervals in 8 equally spaced directions radiating outward from the initial low FT reading as shown in Attachment E, until 2 consecutive conforming FT readings are achieved or until no additional measurements are possible. Record FT measurements and submit a sketch defining the areas of low FT in hard copy, or approved transferrable media, to the SUPERVISOR.	
3.15.7.4	Evaluate areas of TSN with a FT greater than 150 mils identified in 3.15.7.1 by taking one FT reading at 3 inch intervals in 8 equally spaced directions radiating outward from the initial FT reading greater than 150 mils as shown in Attachment E, until 2 consecutive conforming FT readings are achieved or until no additional measurements are possible. Record FT measurements and submit a sketch defining the areas of FT in excess of 150 mils in hard copy, or approved transferrable media, to the SUPERVISOR.	
3.16.5	“TSN CLEANLINESS”	(I)(G)
3.17	“SEALER APPLICATION”	(V)
3.18	“DARK GRAY COLOR TOP APPLICATION”	(V)
3.18.5.2	“WFT MEASUREMENTS – DARK GRAY COLOR TOPPING”	(V)
3.19	“VLA MARKING COLOR TOP APPLICATION”	(V)
3.19.5.2	“WFT MEASUREMENTS – VLA MARKING COLOR TOPPING”	(V)
3.19.6	“COLOR TOPPING HOLIDAY INSPECTION”	(I)(G)
3.20	“INSTALL MIL-PRF-24667 NONSKID ADJACENT TO TSN”	(V)
D.4	One legible copy of Repair QA Checklist Form Appendices must be submitted to the SUPERVISOR within 24 hours of completion of TSN removal in each repair location listed in the invoking Work Item or task order.	
009-125 Boat 65 Feet (20 meters) Long and Less; accomplish		
3.1.2	Submit one legible copy, in hard copy or approved transferrable media, of any revisions, including the planned implementation date, of QAP identified in 3.1.1 to the SUPERVISOR within 7 days of contractor approval.	
3.2.3.1	Submit to the SUPERVISOR a facility fire plan meeting 29 CFR Subtitle B Chapter XVII no later than 7 days of contract award.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.2.3.2	Submit to the SUPERVISOR a fire safety plan meeting 29 CFR 1915 Subpart P no later than 7 days of contract award.	
3.4.1	Reports must contain the following information:	
3.4.1.1	A description of the conditions found with supporting data. Include annotated sketches, graphs, and photographs when necessary to make a report clearly understood to the SUPERVISOR. Identify actual readings and dimensions taken.	
3.4.1.2	Recommendations and/or a list of material required.	
3.4.1.3	For those reports not submitted in NMD, submit the following additional information: data required by, signature, printed name and title of the contractor's representative, and submission date.	
3.4.2	When a Work Item does not require a report, and one is determined to be necessary in order to produce a reliable or complete repair, submit one legible copy, in approved transferrable media, of a report with supporting data as early as possible in the contract period. The goal is to have required work completed within the original contract period.	
3.4.3	For each report required by 2.1 or the Work Item, that could result in a change in work to be accomplished or additional material to be procured, complete the preliminary work and submit one legible copy, in approved transferrable media, of the report in a time frame to allow the SUPERVISOR to initiate early action, but no later than the first 20 percent or 30 days of the availability whichever occurs first.	
3.4.5	Submit one legible copy, in approved transferrable media, of the following, the report may be waived by the SUPERVISOR one day prior to the weekly progress meeting:	
3.4.6	When a report is required to be submitted but no time requirement is specified in the Standard Item or Work Item, it must be submitted no later than 4 days after completion of the event.	
3.4.9	Submit each request for deviation to the SUPERVISOR.	
3.4.9.3	Submit one legible copy, in approved transferrable media, of each request for deviation to the SUPERVISOR within one day of identifying the deviation.	
3.6.1	Submit the initial copy of the TIP to the SUPERVISOR prior to start of productive work.	
3.9.1	Submit one legible copy, in approved transferrable media, of each completed Attachment A to the SUPERVISOR and Naval Surface Warfare Center Carderock Division (NSWCCD) for each alteration (Boat Alteration (BOATALT) and Liaison Action Request (LAR)) installed during availability within 5 days of scheduled final government acceptance of boat.	
3.9.2	Submit each copy of technical manual, Maintenance Index Page (MIP), and Maintenance Requirements Card (MRC) received with GFM and CFM equipment to the SUPERVISOR no later than 5 days after receipt of equipment.	
3.10.1	Do not remove component as interference except when the scope of work requires repair to each component of the system or when specified in the Work Item. If there are any questions submit a report to the SUPERVISOR prior to removal.	

FY24 NSI Reporting Requirements & Checkpoints

NOTE: Required Reports are the *MINIMUM* Necessary – Some NSIs may require ongoing Reports

Para	Number/Title	Checkpoint
3.10.2	Submit one legible copy to the SUPERVISOR, in approved transferrable media, of a report listing each component that must be removed as an interference and the work is not required by the Work Item.	
3.11.1	Submit one legible copy, in hard copy or approved transferrable media, of contractor’s lockout/tags-plus program to the SUPERVISOR when requested.	
3.11.4.4	Submit one legible copy, in approved transferrable media, of a report identifying any location where cleanliness has not been maintained and cannot be restored by local cleaning. Include the cause of system contamination and each recommended action for cleanliness recovery. (See Note 4.8)	
3.14.1	Submit one legible copy, in hard copy or approved transferrable media, of a report to the SUPERVISOR for approval in each instance when the contractor desires, to install "an equal component" vice a “specified component” listed in the Work Item.	
009-126 Schedule Model Review (SMR); accomplish		
3.1.1.8	Submit one legible copy, in approved transferrable media to the SUPERVISOR of attendees, their organization, title, and contact data listed in 3.1.1.6 within 7 days of completion of meeting.	
3.3	Submit one legible copy, in approved transferrable media to the SUPERVISOR, of the following reports listed in Table 2 .	