



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 10490.1

N35
17 AUG 2015

NAVSUPPACT NAPLES INSTRUCTION 10490.1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: ROLES AND RESPONSIBILITIES FOR MATERIAL HANDLING EQUIPMENT TRAINING, LICENSING AND OPERATION ABOARD U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

Ref: (a) NAVSUP PUB 538
(b) Italian Legislative Decree 81/2008
(c) Agreement Italian Government-Regions dated 22 Feb 12

Encl: (1) Material Handling Equipment Operator Training Flowchart
(2) Material Handling Equipment Instructor Flowchart
(3) Sample Designation Letter

1. Purpose. To assign roles and responsibilities for training and licensing Material Handling Equipment (MHE) operators and for the safe operation of MHE aboard U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT) installations per references (a) through (c).
 2. Scope. This instruction is applicable to all NAVSUPPACT Naples departments and tenant commands that operate and supervise operators of MHE.
 3. Definitions. MHE includes all self-propelled equipment normally used in storage and handling operation in and around warehouses, shipyards, industrial plants, airfields, magazines, depots, docks, terminals, and aboard ships. It includes, but is not limited to, warehouse tractors, forklift trucks, pallet trucks, straddle carrying trucks, mobile (warehouse) cranes, 463L aircraft loading equipment, and Automated Material Handling System (AMHS) equipment. It also includes non-powered shipboard pallet trucks.
 4. Training. Reference (a), appendix B contains the recommended MHE training curriculum:
 - a. Lessons 1-3 provided by the NAVSUPPACT Naples safety office and documented in the Enterprise Safety Applications Management System (ESAMS) Course #1109.
 - b. Lessons 4-9 provided by the departmental MHE instructor and documented in ESAMS course #1110.
- NOTE: Lesson 8 on Long Loads may be omitted if this task is not required. Lesson 9 on Electric Pallet Trucks may be omitted if the equipment is not used.**
- c. Lesson 10 final exam administered by the departmental MHE instructor and documented in ESAMS course #1111.

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d. Reference(a) appendix B, pages B-29 to B-33 contain standard forms to document training and the final exam. Original forms shall be maintained in the individuals training record and electronic copies should be scanned and uploaded to ESAMS in the applicable class.

5. Local National (LN) Training. External agencies authorized by Campania Region in compliance with reference (c) can conduct training for LN personnel. NAVSUPPACT Naples Responsabile Servizi Prevenzione e Protezione (RSPP) will assist and approve of external agencies.

6. Medical Screening. Prospective forklift operators must pass medical screening, documented on OPNAV Form 8020/6.

7. Process Flow Charts. Enclosures (1) and (2) describe local processes for MHE operator training compliance.

8. Responsibilities

a. Commanding Officers/Officers-In-Charge shall designate in writing MHE instructors, sample designation letter provided in enclosure (3).

b. NAVSUPPACT Naples Safety Office will:

(1) Convene MHE classroom training and administer the written exam for prospective MHE operators.

(2) Enter employee medical screening date in ESAMS.

(3) Enter U.S. MHE instructor data in ESAMS and retain copies of instructor designation letters.

(4) Assist departments and tenant commands to identify qualified MHE training providers. LN MHE operator training must comply with references (a) through (c).

(5) Document LN operator training completion in ESAMS and maintain copies of certificates.

c. Tenant Command and NAVSUPPACT Naples Departments will:

(1) Identify all MHE operators by duty/task in ESAMS.

(2) Ensure operators complete medical screening and training prior to operating MHE.

(3) Ensure experienced MHE operators are designated in writing as MHE instructors.

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- (4) Develop on the job training (OJT) curriculum and practical exam based on the applicable training requirements in reference (a).
- (5) Document operator training completion in ESAMS using courses #1110 and #1111.
- (6) Provide training to LN MHE operators via qualified contractor.

NOTE: Training for LN must comply with references (a) through (c).

- (7) Maintain employee training certificates.

e. Until 1 October 2015 Naval Facilities (NAVFAC) Engineering Command Transportation will:

- (1) Validate prospective MHE operator has completed required training and confirm employee has completed ESAMS Courses #1109, #1110, and #1111.
- (2) Validate employee medical screening is current in ESAMS.
- (3) Maintain MHE license records.
- (4) Turnover MHE licensing to Naval Supply Fleet Logistics Center Sigonella (NAVSUP FLCSI) Detachment Naples, Italy beginning 1 October 2015.

f. After 1 October 2015 NAVSUP FLCSI will:

- (1) Assume MHE licensing from NAVFAC Transportation beginning 1 October 2015.
- (2) Validate prospective MHE operator has completed required training and confirm employee has completed ESAMS Courses #1109, #1110, and #1111.
- (3) Validate employee medical screening is current in ESAMS.
- (4) Maintain MHE license records.



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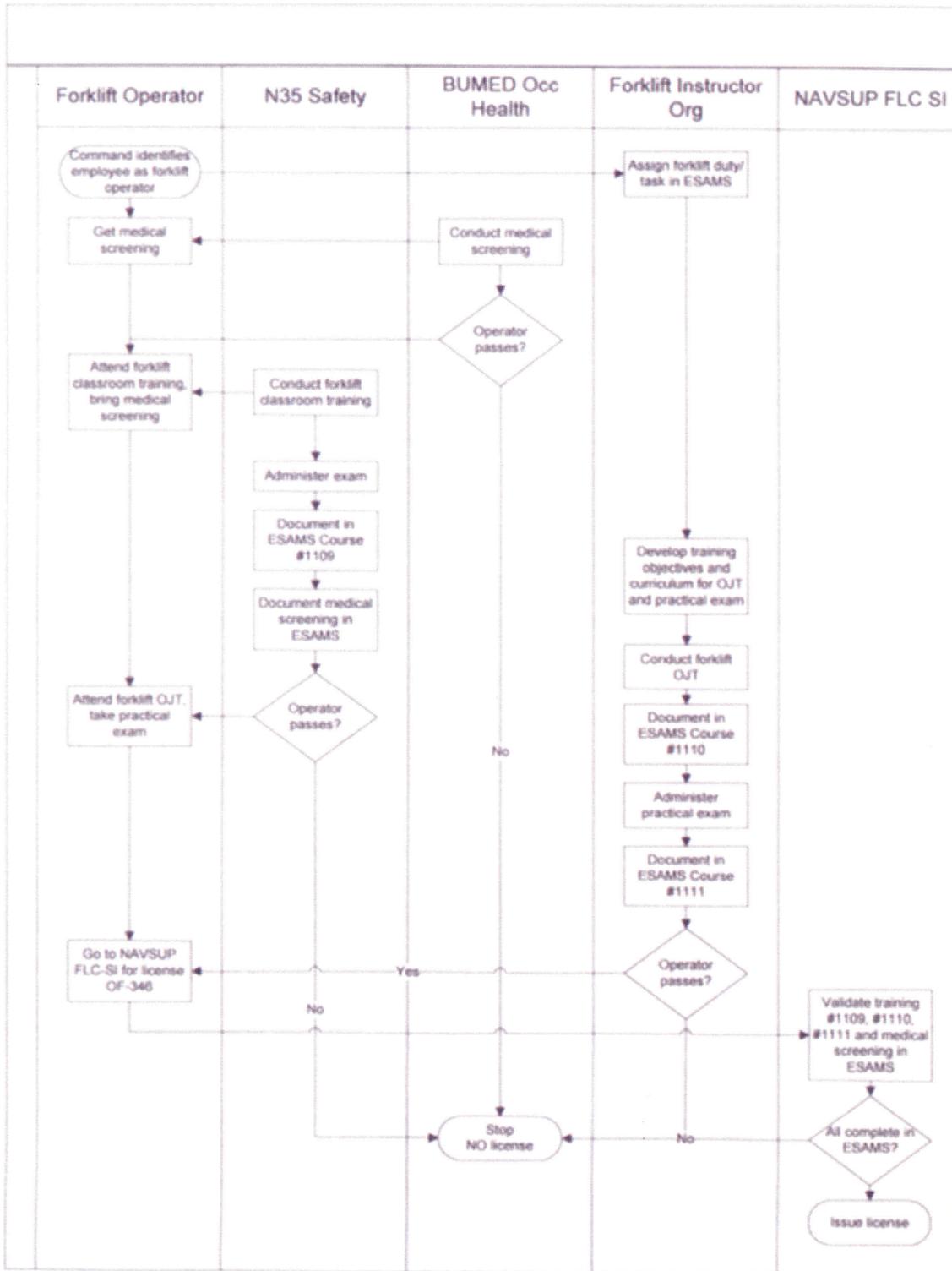
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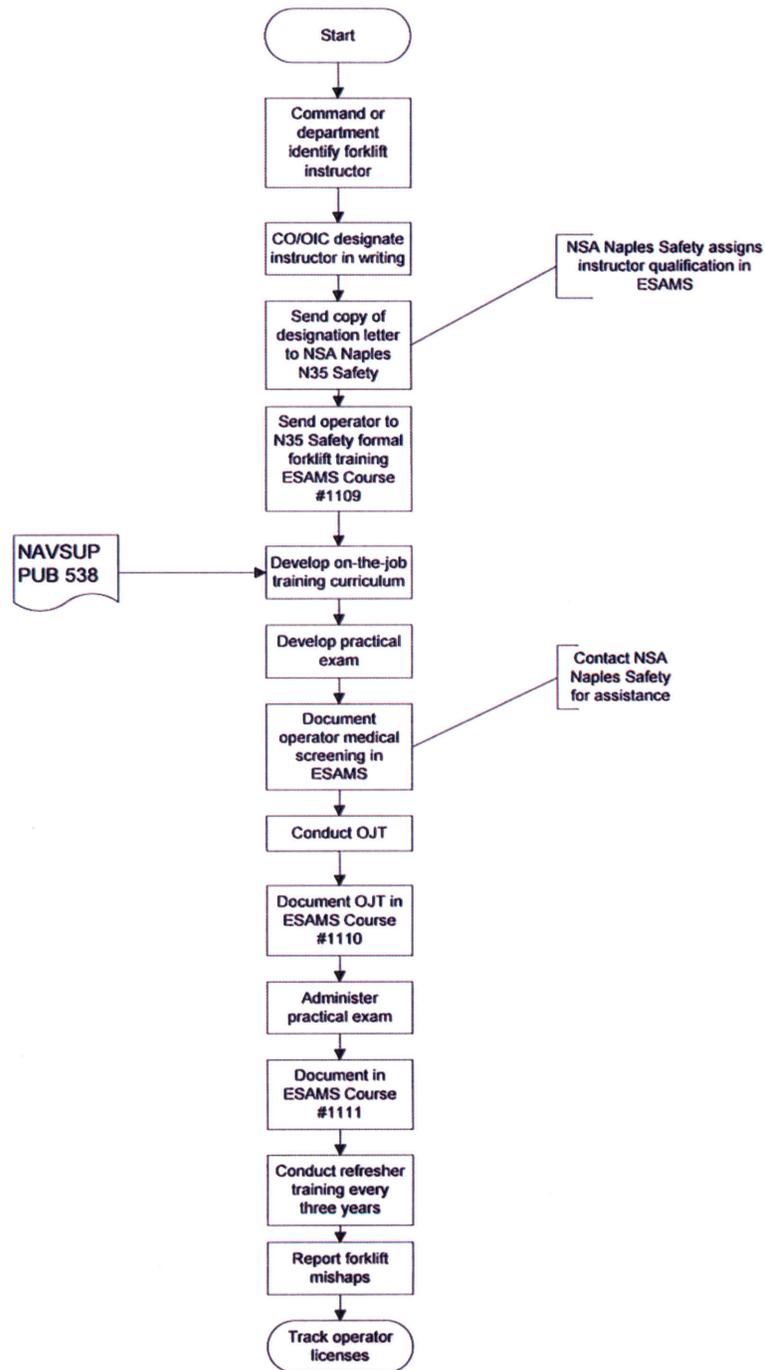
Electronic via NAVSUPPACT NAPLES web site:

https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

Material Handling Equipment Operator Training Flowchart



Material Handling Equipment Instructor Flowchart



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SAMPLE DESIGNATION LETTER

From: Commanding Officer/Officer-in-Charge, [command]

To: [MHE instructor name]

Subj: DESIGNATION AS MATERIAL HANDLING EQUIPMENT INSTRUCTOR

Ref: (a) NAVSUP PUB 538

1. You are hereby designated as a Material Handling Equipment Instructor for [command].
2. You are directed to familiarize yourself with reference (a) and all other applicable instructions in the performance of your duties and responsibilities.
3. This designation letter is effective immediately and will remain in effect until your detachment unless otherwise revoked in writing.
4. For further information, please contact [supervisor of instructor] at [phone] or [email].

[Signature]

Enclosure (3)