



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 8020.3A  
N35

**29 APR 2016**

### NAVSUPPACT NAPLES INSTRUCTION 8020.3A

Subj: EXPLOSIVES SAFETY SELF-ASSESSMENT PLAN

Ref: (a) NOSSAINST 8020.14E

Encl: (1) Naval Support Activity and Tenant Legend  
(2) Explosives Safety Program Evaluation Guide Matrix  
(3) Discrepancy and Correction Sheet

1. Purpose. To provide an Explosives Safety Self-Assessment (ESSA) Plan to effectively evaluate of the Explosives Safety Program at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy. To improve the overall safety of operations by preventing explosives mishaps and the resulting losses in terms of injuries, deaths, property damage and mission effectiveness. A well-planned ESSA is a catalyst for creating and maintaining an operating environment that fosters inter-departmental/tenant command teamwork in accomplishing explosives safety-related goals.

2. Cancellation. NAVSUPPACT NAPLES INST 8020.3

3. Scope. This instruction applies to all activities aboard NAVSUPPACT Naples, including tenant commands, detachments and civilian organizations engaged in handling, storage, and transportation of ammunition and explosives (AE). The ESSA is a formal program whereby the installation explosives safety officer (ESO) conducts a continuous safety assessment with representatives from the installation's tenant activities of its ongoing AE operations. The intent of the ESSA is to emphasize the importance of maintaining a well-disciplined proactive approach to explosives safety issues by applying the precepts of Operational Risk Management (ORM) and to promote the highest standards of AE safety, integrity, and compliance.

4. Policy. NAVSUPPACT Naples is subject to reference (a) and is required to establish an ESSA program. The program requires periodic reviews of all AE missions conducted onboard NAVSUPPACT Naples. Enclosure (1) of reference (a) and the Department of the Navy Shore Station Explosives Safety Inspection (ESI) Evaluation Guide provides a structured checklist and will be used as the ESSA guide for NAVSUPPACT Naples. Not all programs are applicable and the ESSA will be tailored to include only the

applicable programs and elements of the ESI Evaluation Guide. To increase ESSA effectiveness, command specific instructions and/or requirements not listed in the ESI Evaluation Guide will be incorporated. Tenant activities will be included as part of the NAVSUPPACT Naples ESSA program. Tenant activities may request a copy of reference (a) and the ESI Evaluation Guide from the NAVSUPPACT Naples ESO.

a. The NAVSUPPACT Naples ESO will call for the periodic review of applicable programs and elements of the AE mission as identified in enclosure (1). At a minimum, ESSA procedures will address hazard awareness and ORM in functional areas, document and maintain ESSA results, establish corrective action recommendations, and ensure follow-up measures.

b. The NAVSUPPACT Naples ESSA Team requires a representative from departments and tenant activities influenced by the Explosives Safety Program. This tenant activities are identified in enclosure (1). Tenant team composition can be adjusted relative to the scale of ordnance operations. Assessments must be completed using a cross-section method between departments/tenants/work areas to avoid situations in which any ESSA team member is tasked to assess conditions in areas directly under their cognizance.

5. Action. NAVSUPPACT Naples ESO shall conduct a complete ESSA at least once annually. Installation activities/tenants and associated/applicable programs are identified in enclosure (2). Prior to conducting the ESSA, an ESSA meeting will be held, copies of the latest ESI Evaluation Guide will be distributed, and a date set to review findings. NAVSUPPACT Naples departments and tenant/detachments identified in paragraph 4b will provide at least one representative to participate in the ESSA meeting. The NAVSUPPACT Naples ESO will provide ESSA oversight of all departments and tenant/detachments activities with ESSA results submitted to the NAVSUPPACT Naples Commanding Officer for review.

6. Reporting. Results of the ESSA process will be documented and recorded. Discrepancies found during the ESSA will be documented on the Discrepancy and Correction Sheet, enclosure (3), with appropriate corrective action identifying the root Cause. The methodology for corrective action will include Root Cause Analysis. Additionally, findings identified during

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the Command's previous ESI will be documented if they have not been corrected and certified as closed out. During ESSA meetings, the ESSA Team will review the Command's Corrective Action Plan (CAP) process to ensure the CAP is accomplished expeditiously with controls in place to preclude recurrence of deficiencies. Records of the AMHAZ, ESI, CAP, and ESSA-associated records will be retained for a minimum of four years (two ESI cycles).

7. Review. The NAVSUPPACT Naples ESO is responsible for the implementation and review of this instruction.



D. W. CARPENTER

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**DEPARTMENT AND TENANT LEGEND**

1. Security Department, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy
2. Fire Department, NAVSUPPACT Naples
3. Public Works Department, NAVSUPPACT Naples
4. Helicopter Sea Combat Squadron 28 (HSC 28) Detachment 1
5. Naval Criminal Investigative Service, Europe and Africa Field Office
6. Security Department, NAVSUPPACT Naples Detachment, Gaeta, Italy

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**EXPLOSIVES SAFETY PROGRAM EVALUATION GUIDE METRIX**

| <b>PROGRAMS</b>   | <b>NSA<br/>Naples<br/>Security</b> | <b>NSA<br/>Naples<br/>Fire</b> | <b>HSC 28</b> | <b>NSA<br/>Naples<br/>NAVFAC</b> | <b>NCIS</b> |
|---|------------------------------------|--------------------------------|---------------|----------------------------------|-------------|
| Program 01<br>Explosives Safety<br>Admin/<br>Mgmt.                          | X                                  | X                              | X             |                                  | X           |
| Program 02<br>Facility Certification<br>/Master Planning<br><b>(PILLAR)</b> | X                                  |                                |               | X                                |             |
| Program 03<br>A&E Qual/Cert and<br>Training<br><b>(PILLAR)</b>              | X                                  |                                | X             |                                  | X           |
| Program 04<br>A&E Standard Operating<br>Procedures                          | X                                  |                                | X             |                                  |             |
| Program 05<br>A&E<br>Facilities/Operations                                  | X                                  |                                | X             |                                  | X           |
| Program 06<br>Lightning<br>Protection/<br>Grounding/<br>Emissions Control   | X                                  | X                              | X             | X                                | X           |
| Program 07<br>MPPEH/<br>Ranges  | X                                  |                                |               |                                  |             |
| Program 08<br>AA&E Transp &<br>Equipment                                    | X                                  |                                |               | X                                |             |
| Program 09<br>AA&E<br>Physical<br>Security                                  | X                                  |                                | X             |                                  | X           |
| Program 10<br>A&E Inventory<br>Mgmt.<br><b>(PILLAR)</b>                     | X                                  |                                | X             |                                  | X           |

X - Annotates applicable elements within the applicable Program.  
Refer to NOSSAINST 8020.14F for specific Element number (#).

**Discrepancy and Correction Sheet**

Date: \_\_\_\_\_ Activity: \_\_\_\_\_

Program: \_\_\_\_\_ Element: \_\_\_\_\_

Inspector and phone number: \_\_\_\_\_

Discrepancy and Reference:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Root Cause:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Root Cause/Analysis:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective Action:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Completed and by whom/what:  
\_\_\_\_\_  
\_\_\_\_\_

If Not Completed, Status Of Corrective Action And Estimated Date  
Of Completion:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_