

## MCB EXPLOSIVE SAFETY ASSESSMENT CHECKLIST FOR USING UNITS

**\*\*THIS CHECKLIST IS NOT ALL INCLUSIVE\*\***

REVISED: DECEMBER 2013

UNIT:		BUILDING NUMBER:	
INSPECTED BY:		UNIT REPRESENTATIVE:	
HIERARCHY REP:		BRIEFED:	

Ref: (a) MCO P8020.10 (f) NAVSEA OP-5, Vol 1  
 (b) MCO 8010.13 (g) MCO 8023.3  
 (c) MCO 5530.14 (h) MCO 8025.1  
 (d) NAVMED 117 (i) NAVSUP P-801  
 (e) SW020-AF-HBK-010 (j) FIELD RETURN MANUAL/CD

1. Has the Commanding Officer (CO) appointed in writing an Explosives Safety Representative (ESR) for the unit? Reference (a), enclosure (1) chapter 9.

\*Note: Ammo-18, Ammo-45, and Ammo-76 are required courses for non-2311.

YES \_\_\_ NO \_\_\_ N/A \_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Has the CO appointed, in writing, an Ammunition Chief? Reference (b), enclosure (1), chapter 2.

\*Note: Battalion level and above only.

YES \_\_\_ NO \_\_\_ N/A \_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Has the CO appointed, in writing, an Arms, Ammunition and Explosives (AA&E) Officer/SNCO? Reference (c), chapter 8, and reference (b), enclosure (1), chapter 2.

YES \_\_\_ NO \_\_\_ N/A \_\_\_

Remarks: \_\_\_\_\_  
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4. Has the AA&E Officer/SNCO conducted a 100 percent physical inventory and complete review of all AA&E within 30 days of appointment? Reference (b), enclosure (1), chapter 2.

\*Note: Observe the results of the inventory and determine that they were conveyed to the CO and that it was documented on the Ammunition NSN/Lot Number Card (NAVMC 10774).

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Has the CO appointed, in writing, an Ammunition and Explosives (A&E) Audit Verification Officer/SNCO (AVO)? Reference (b), enclosure (1), chapter 2.

\*Note: The appointed must be a disinterested party with no responsibilities dealing with the storage, security, or accountability of ammunition.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Has the unit A&E AVO properly conducted quarterly audits of the command's Class V(W) management? Reference (b), enclosure (1), chapter 2.

\*Note: Observe the results of the audits; requirements outlined in paragraph 6.d.(4)(a)-(c).

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
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7. Has the CO appointed, in writing, an Officer/SNCO to conduct monthly inventories of all the ammunition held by the command (armories, RSL(s), and magazines)? Reference (b), enclosure (1) chapter 2.

\*Note: The appointed must be a disinterested party with no responsibilities dealing with the storage, security, or accountability of ammunition.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7(a). Has the Officer/SNCO conducted the inventory and documented all findings and copies of the inventory results maintained with the ammunition section for three years from the date of inventory? Reference (b), enclosure (1) chapter 5.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Is the most recent Authorization to Store letter, Commanding General, Marine Corps Installations East-Marine Corps Base ltr 8020 ESO on hand? Reference (a), chapter 5, paragraph 7.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Are appointment, acceptance and revocation letters for A&E billets retained for three years from date of assignment/termination? Reference (b), enclosure (1), chapter 2.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

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\_\_\_\_\_  
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10. Is annual A&E awareness training conducted, incorporated, and documented within the unit annual training plan? Reference (b), enclosure (1), chapter 2.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Has the Ammo Tech(s) (or personnel filling the billet of an Ammo Tech) and ammunition handler(s) that are delegated the authority to receive A&E on the Delegation of Authority (NAVMC 11797) been screened, qualified/certified, and completed the web-based training listed below (if applicable)? Reference (b), enclosure (1), chapter 3.

- (a) Ammo-18, Basics of Naval Explosives Hazard Control.
- (b) Ammo-45, Introduction to Ammunition.
- (c) Ammo-51, MV (Web-based), Naval Motor Vehicle Inspection.

\*Note: Personnel delegated to receive SRC I assets only, are exempt from the screening, qualification/certification process, and the web-based training requirement.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Are explosives drivers properly licensed and possess an Explosives Operator/DOT Medical Examiner's Certificate (OPNAV 8020/6)? Reference (d), article 15-107 and reference (e), chapter 2.

\*Note: Unit Ammo Tech should maintain photo copies for his/her records of the following: state drivers license; current explosives drivers' OF-346 with explosives drivers endorsement and the "Explosives drivers must hold current medical examiners certificate" statement; and medical examiners certificate.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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13. Does the unit have personnel that are qualified to complete Motor Vehicle Inspection (Transporting Hazardous Materials) DD Form 626 for ammo laden vehicles departing from training areas? Reference (f), appendix D and reference (b), chapter 4.

\*Note: The Ammo-51 course meets this requirement and may be conducted through the Defense Ammunition Center training website.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Has a desktop/turnover that documents the most frequent, recurring tasks, and routines associated with a particular billet been produced? Reference (b), enclosure (1), chapter 1.

\*Note: Elements in paragraph 6.a-k must be included. Requirement for Battalion level and above.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 15. QUALIFICATION AND CERTIFICATION (QUAL/CERT)

15(a). Are initial/annual screenings for personnel who account for, maintain, and distribute A&E in performance of their primary duties conducted and documented on a Personnel Screening Form for AA&E (NAVMC 11386)? Reference (g), chapter 1 and reference (c), chapter 8.

\*Note: Screening must be conducted prior to qualification and certification. Medical screenings must be signed by a Medical Officer or civilian equivalent.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
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15(b). Has the CO appointed in writing a QUAL/CERT Board Chairperson and Board Member(s)? Reference (g), chapter 2.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15(c). Is training documented using either the electronic system eQual or the Annual Training Form (NAVMC 11734) with appropriate entries? Reference (g), chapter 1 and appendix B.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15(d). Is personnel training built around each family group of explosives devices/operations and family type(s) that is used for A&E operations? Reference (g), chapter 1 and appendix C.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15(e). Are certifications documented using either the electronic system eQual or the Qualification and Certification Form (NAVMC 11733) with appropriate entries to include signatures of the Board Chairperson and individual being certified? Reference (g), chapter 2 and appendix A.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
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15(f). Is training documentation that supports the current level of certification maintained in the individual's authorized QUAL/CERT record? Reference (g), chapter 1.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15(g). Are personnel assigned within the appropriate qualification category? Reference (g), chapter 2.

\*Note: Team Member (TM), Team Leader (TL), Individual (IND), Quality Assurance (QA), and [Safety Observer (SO) shall be the rank/grade of Corporal (E-4) (or civilian equivalent) or above].

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15(h). Are personnel decertified or suspended when appropriate? Reference (g), chapter 1, paragraph 11.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15(i). Have certifications been revoked when appropriate? Reference (g), chapter 1.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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15(j). Are all required personnel working in A&E related duties qualified and certified? Reference (g), chapter 1.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15(k). Do ammunition handlers have a valid "HANDLER ONLY" Medical Certificate, (OPNAV 8020-2)? Reference (d), article 15-107 and reference (g), enclosure (1), chapter 1.

\*Note: This examination can be conducted and signed by any Navy medical provider (e.g. physicians, nurse, practitioners, physician assistants, and independent duty corpsmen). An Explosives Operator Medical Certificate (OPNAV 8020/6) would meet this requirement.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15(l). Does the unit have an effective QUAL/CERT Program? Reference (g), chapter 2.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Are Class V(W) Expenditure Reports (NAVMC 11381) initiated at the range by the Range Officer in Charge (ROIC) and the Ammunition Technician with both parties conducting a joint inventory prior to any ammunition leaving the range? Reference (b), chapter 6.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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16(a). Does information annotated on expenditure reports reflect the information on corresponding Issue Release/Receipt Document (DD Form 1348-1) and turn-in documents (DD Form 1348-1A)? Reference (b), enclosure (1) chapter 6.

\*Note: Review the records file and E-581 Report; match issue/receipt documents to the expenditure report comparing the dates/time and inspect for accuracy.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16(b). Is the unit A&E AVO certifying expenditure reports within seven days of the range completion date? Reference (b), enclosure (1), chapter 2 and 6.

\*Note: Ensure appropriate investigation requirement block is checked and that the expenditure report is filled in its entirety.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16(c). Is the unit maintaining expenditure reports for serialized assets at the unit level? Reference (b), enclosure (1), chapter 6.

\*Note: Review the TAMIS allowance accounting record for serialized items and verify the number of serialized items reported as expended match the total number of serialized items deducted from the FY's allowance. Compare the results of the TAMIS query to the Expenditure Reports submitted.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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17. Is the unit reporting all ammunition defects, malfunctions, and mishaps that occur? Reference (h).

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Are inactive Class V(W) asset records and supporting documentation maintained by FY and retained on file for current FY plus two prior FYs as of closing date of expenditure? Reference (b), chapter 5.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Does the unit have access to the latest version of the NAVSUP P-801? Reference (b), enclosure (1), chapter 5 and reference (i), chapter 2.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19(a). Does the unit have the latest Notice of Ammunition Reclassification (NAR), Ammunition Information Notice (AIN) and Over-Head Fire (OHF) messages on hand or electronically? Reference (b) enclosure (1), chapter 5 and reference (i), chapter 2.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
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19(b). Are all NARs processed within three working days of receipt (24 hours for urgent NARs) to include reviewing assets and updating stock records? Reference (b), enclosure (1), chapter 5 and reference (i), chapter 2.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Are the quantities of Hazard Class/Division 1.3 and 1.4 ammunition on hand within the quantities authorized by the Installation Commander? Reference (a), chapter 5.

\*NOTE: Compare the quantity on hand to the current Authorization to Store Letter.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. Is an inventory adjustment voucher file maintained for all gain/loss transactions? Reference (b), enclosure (1), chapter 5.

\*Note: Review security ammo records for gain/loss transactions and compare transactions to the voucher file and ensure that the voucher includes information outlined in paragraphs 6-7.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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22. Are Ammunition NSN/Lot Number Record (NAVMC 10774) being utilized for maintaining/recording custody transactions for blank, inert, security, safety, training, and dummy ammunition stored in locally controlled magazines, ready service lockers or armories? Reference (b), enclosure (1), chapter 2.

\*Note 2: AEDA certificates should be available for inerted items.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. Does the unit maintain a record of all certified inert items currently on hand? Reference (f), chapter 2.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. Is non-expendable ammunition being sub-custodied utilizing Equipment Custody Records (ECR) (NAVMC Form 10359) or DD Form 1348-1A? Reference (b), enclosure (1), chapter 5.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

25. Does the armory/consolidated armory have required symbol(s) posted on the perimeter and/or on the individual bay within the armory? Reference (f), chapter 4, and Figure 11-2.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
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26. Are signal pyrotechnic primers checked to ensure it's not exposed to the elements or for deterioration? Reference (f), chapter 11 and reference (j).

\*Note: The Signal Pyrotechnics' primer shall be covered with a 2-inch by 2-inch piece of cardboard if not in its original packaging material. The cardboard will be held in place by two 5-inch strips of tape positioned perpendicular to one another.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

27. Does ammunition on hand exhibit signs of excessive wear or damage? Reference (f), chapter 10 and reference (j).

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

28. Are operations and equipment so arranged that all persons have unobstructed exit paths? Reference (f), chapter 2.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

29. Are empty ordnance containers inspected, marked, sealed, and properly certified and all previous markings indicating the presence of hazardous materials been removed/obliterated? Reference (f), chapter 11.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
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30. Does the unit have written procedures covering proper Material Potentially Presenting an Explosive Hazard (MPPEH) management, including assessment and documentation requirements? Reference (f), chapter 13 and reference (b), enclosure (1), chapter 7.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

31. Are the personnel who are qualified and authorized to inspect MPPEH been appointed in writing by the CO or OIC. Reference (f), chapter 13 and reference (b), enclosure (1), chapter 7.

\*Note: Small arms .50 cal and below does not require qualification.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

32. Are materials being certified as Materials Documented as Safe (MDAS) have two 100% visual inspections conducted by separate individuals? Reference (f), chapter 13 and reference (b), enclosure (1), chapter 7.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

33. Does the unit have MDAS items segregated in a location with controlled access, preferably in a locked facility? Reference (f), chapter 13 and reference (b), enclosure (1), chapter 7.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
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34. Is the unit minimizing the quantity and time MPPEH is accumulated and retained at any location? What is the unit plan for retrograde procedures? Reference (f), chapter 13 and reference (b), enclosure (1), chapter 7

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

35. Are all MPPEH items covered and stored in closed containers to prevent exposure to or the collection of precipitation? Reference (f), chapter 13 and reference (b), enclosure (1), chapter 7.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

36. Are A&E containers being 100% visually screened by two separate individuals before being repurposed? Reference (f), chapter 13, and reference (b), enclosure (1), chapter 7

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

37. Do A&E containers that have been repurposed, have stenciling or labels on two opposing sides reflecting current use? Reference (f), chapter 13.

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
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38. Is the unit's retrograde facility in good order to prevent a fire hazard?

YES\_\_\_ NO\_\_\_ N/A\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Units with local storage locations will be further inspected under Programs 1, 3, 4, 14, and 15.