



# PERSONNEL QUALIFICATION STANDARD

**ASHORE SAFETY SUPERVISOR  
AVIATION SAFETY SPECIALIST  
DIVISION SAFETY PETTY OFFICER  
SUBMARINE SAFETY OFFICER**

**NAME (Rate/Rank)** \_\_\_\_\_

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Although the words “he,” “him,” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.

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## INTRODUCTION

### PQS PROGRAM

This PQS program is a qualification system for qualifying Afloat Division Safety Petty Officers (DSPO), Ashore Safety Supervisory Personnel, Aviation Safety Specialists (AVSS), Submarine Safety Personnel, and Electrical Safety Officers where certification of a minimum level of competency is required prior to qualifying to perform specific duties. The purpose of the Fundamentals section supports the knowledge development of the:

#### **Ashore Safety Supervisor:**

Supervisory personnel are defined as military personnel, E-5 or above, and civilian personnel who give direction to one or more military and or civilian personnel. Regions or activities shall provide training for supervisory personnel and employee representatives that includes introductory and specialized courses to enable them to recognize and resolve unsafe and unhealthful working conditions and practices in the workplace.

#### **Aviation Safety Specialist:**

- (1) Assess risks.
- (2) Train work center personnel in mishap prevention.
- (3) Maintain records of the use, storage, labeling and disposal of hazardous material.
- (4) Monitor surveillance programs applicable to hearing and sight conservation and respiratory protection.
- (5) Teach new people about specific safety hazards.
- (6) Identify and mark properly all hazard areas.
- (7) Oversee the selection, care and use of personal protective equipment.
- (8) Ensure machine guards are in place and Safety precautions posted.
- (9) Investigate and maintain records of all injuries and mishaps.
- (10) Investigate in-house hazard reports.
- (11) Evaluate Navy occupational safety and health(OSH) performance. Coordinate safety programs, such as motor vehicle, recreation and home safety.

#### **Division Safety Petty Officer and Submarine Safety Officer, :**

- (1) Inspect division spaces and submit hazard reports per OPNAV 3120/5.
- (2) Advise the division officer on the status of the SOH program within the division including any safety- related items revealed through maintenance, such as non-compliance with or deficiency in the planned maintenance system (PMS).
- (3) Keep the division officer informed of safety training needs within the division.
- (4) Conduct division SOH training and ensure documentation of that training is maintained.
- (5) Assist in mishap or hazard investigations and provide recommendations to division officers for correction.
- (6) Serve on the enlisted safety committee.

- (7) Perform or supervise the performance of required Safety Petty Officer maintenance index page (MIP) planned maintenance.

**Electrical Safety Officer:**

- (1) Establish an Electrical Tool Issue room.
- (2) Ensure that applicable maintenance and repair are conducted.
- (3) Ensure that the on board cardiopulmonary resuscitation (CPR) instructor is certified.
- (4) Ensure that all electrical tools/equipment received on board are authorized for shipboard use.

CANCELLATION

This Standard cancels and supersedes NAVEDTRA 43460-4C and NAVEDTRA 43218-B.

APPLICABILITY

This PQS is applicable to all ashore facilities, aviation facilities, naval ships and submarines.

TAILORING

To command tailor this package, first have it reviewed by one or more of your most qualified individuals. Delete any portions covering systems and equipment not installed on your ship, submarine, aircraft or unit. Next, add any line items, fundamentals, systems and watchstations/workstations that are unique to your command but not already covered in this package. Finally, the package should be reviewed by the cognizant department head and required changes approved by the Commanding Officer or his designated representative. Retain the approved master copy on file for use in tailoring individual packages.

QUALIFIER

The PQS Qualifier is designated in writing by the Commanding Officer to sign off individual watchstations. Qualifiers will normally be E-5 or above and, as a minimum, must have completed the PQS they are authorized to sign off. The names of designated Qualifiers should be made known to all members of the unit or department. The means of maintaining this listing is at the discretion of individual commands. For more information on the duties and responsibilities of PQS Qualifiers, see the PQS Management Guide.

CONTENTS

PQS is divided into three sections. The 100 Section (Fundamentals) contains the fundamental knowledge from technical manuals and other texts necessary to satisfactorily understand the watchstation/workstation duties. The 300 Section (Watchstations) lists the tasks you will be required to satisfactorily perform in order to achieve final PQS qualification for a particular watchstation/workstation. All sections may not apply to this PQS, but where applicable, detailed explanations are provided at the front of each section.

## REFERENCES

The references used during the writing of this PQS package were the latest available. However, the most current references available should be used when qualifying with this Standard. Classified references may be used in the development of PQS. If such references are used, do not make notes in this book as answers to questions in this Standard may be classified.

## TRAINEE

Your supervisor will tell you which watchstations/workstations you are to complete and in what order. Before getting started, turn to the 300 Section first and find your watchstation/workstation. This will tell you what you should do before starting your watchstation/workstation tasks. You may be required to complete another PQS, a school, or other watchstations/workstations within this package. It will also tell you which fundamentals and/or systems from this package you must complete prior to qualification at your watchstation/workstation. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good luck!

## PQS FEEDBACK REPORTS

This PQS was developed using information available at the time of writing. When equipment and requirements change, the PQS needs to be revised. The only way the PQS Development Group knows of these changes is by you, the user, telling us either in a letter or via the Feedback Report contained in the back of this book. You can tell us of new systems and requirements, or of errors you find.



## 100 INTRODUCTION TO FUNDAMENTALS

### 100.1 INTRODUCTION

This PQS begins with a Fundamentals section covering the basic knowledge and principles needed to understand the equipment or duties to be studied. Normally, you would have acquired the knowledge required in the Fundamentals section during the school phase of your training. If you have not been to school or if you need a refresher, the references listed at the beginning of each fundamental will aid you in a self-study program. All references cited for study are selected according to their credibility and availability.

### 100.2 HOW TO COMPLETE

The fundamentals you will have to complete are listed in the watchstation (300 section) for each watchstation. You should complete all required fundamentals before starting the systems and watchstation portions of this PQS, since knowledge gained from fundamentals will aid you in understanding the systems and your watchstation tasks. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. If you are attempting initial qualification, your Qualifier will expect you to satisfactorily answer all line items in the fundamentals before signing off completion of that fundamental. If you are requalifying or have completed the appropriate schools, your Qualifier may require you to answer representative line items to determine if you have retained the necessary knowledge for your watchstation. If your command requires an oral board or written examination for final qualification, you may be asked any questions from the fundamentals required for your watchstation.

**101 NAVY SAFETY AND OCCUPATIONAL HEALTH (OSH) PROGRAM  
ORGANIZATION AND RESPONSIBILITIES**

References:

- [a] OPNAVINST 3750.6 (series), Naval Aviation Safety Program
  - [b] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [c] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
  - [d] OPNAVINST 3120.32 (series), Standard Organization and Regulations of the U.S. Navy
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**ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 Who is your safety officer?
- .2 Does your command have a mishap reduction goal? If so, what is it?
- .3 What is the Navy’s Safety & Occupational Health (SOH) policy?  
[ref. (b), ch. 1; ref. (c), ch. A2]
- .4 What are the duties and responsibilities of the Commanding Officer?  
[ref. (a), ch. 1; ref. (b), ch. 2; ref. (c), ch. A2]
- .5 What are the duties and responsibilities of the Aviation Safety Specialist OR the Division Safety Petty Officer? [ref. (a), ch. 1; ref. (c), ch. A2]

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(Signature and Date)

**AVSS must complete:**

- .6 What is the purpose of the Naval Aviation Safety Program? [ref. (a), ch. 1]
- .7 What are the elements of the Command Aviation Safety Program? [ref. (a), ch. 2]
- .8 What are the functions of the Command Aviation Safety Program? [ref. (a), ch. 2]

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(Signature and Date)

**DSPO/Submarine must complete:**

- .9 Who is the principal advisor to the Commanding Officer on shipboard SOH matters? [ref. (c), ch. A2]
- .10 What are the duties and responsibilities of the Divisional Safety Petty Officer (DSPO)? [ref. (c), ch. A2]
- .11 What purpose does the Safety Council and Enlisted Safety Committee serve? [ref. (c), ch. A2]

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(Signature and Date)

## 102 INSPECTIONS, SURVEYS, ASSISTS, HAZARD REPORTING AND MEDICAL SURVEILLANCE

### References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
  - [c] OPNAVINST 3750.6 (series), Naval Aviation Safety Program
- 

### **ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 How often shall workspace internal safety inspections and self-assessments be conducted? [ref. (a), ch. 9; ref. (b), ch. A3]
- .2 Who is responsible for ensuring workplace inspections are conducted? [ref. (a), ch. 9; ref. (b), ch. A3]
- .3 Describe the four Hazard Abatement Program Procedures. How will you document shipboard hazards that cannot be corrected “on the spot.” [ref. (a), ch. 12; ref. (b), ch. A4]
- .4 Discuss the method of safety hazard reporting by individuals. [ref. (a), ch. 10; ref. (b), ch. A3]
- .5 What form shall be used to submit hazards (e.g., unsafe or unhealthful working conditions). [ref. (a), ch. 10; ref. (b), ch. A3]
- .6 What actions are required if an imminent danger hazard exists? [ref. (a), ch. 9; ref. (b), ch. A4]
- .7 What are the four goals of an Industrial Hygiene Survey? [ref. (a), ch. 8; ref. (b), ch. A3]
- .8 Selection of personnel for medical surveillance examinations is based primarily on? [ref. (a), ch. 8; ref. (b), ch. A3]
- .9 How often shall external surveys and inspections be conducted? Industrial Hygiene Survey; Shipboard Safety Surveys; Oversight Inspections? [ref (a), ch. A3; ref (c), ch. 2]
- .10 What survey determines the requirement for respiratory protection and types of protection? [ref (a), ch. 15; ref (b), ch. B4]
- .11 What is the number one occupational health hazard in the fleet? [ref. (a), ch. 18; ref. (b), ch. B4]
- .12 Who conducts afloat SOH and environmental inspections during final contract trials and regularly scheduled inspections? [ref. (b), ch. A3]

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**102(cont. )INSPECTIONS, SURVEYS, ASSISTS, HAZARD REPORTING AND  
MEDICAL SURVEILLANCE**

References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
  - [c] OPNAVINST 3750.6 (series), Naval Aviation Safety Program
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**AVSS must complete:**

- .13 What is the definition of a hazard? [ref. (c), ch. 3]
  
- .14 How are hazards detected before a mishap? [ref. (c), ch. 3]
  
- .15 What is the purpose of Hazard Reports? [ref. (c), ch. 3]
  
- .16 Discuss Anonymous Hazard Reports. [ref. (c), ch. 3]
  
- .17 What are the submission criteria and exceptions to submission criteria for a Hazard Report? [ref. (c), ch. 3]
  
- .18 Discuss a Bird/Animal Strike Hazard Report. [ref. (c), ch. 3]
  
- .19 Discuss an NMAC Hazard Report. [ref. (c), ch. 3]
  
- .20 Discuss a Physiological Episode Hazard Report. [ref. (c), ch. 3]
  
- .21 Discuss an Embarked Landing Hazard Report. [ref. (c), ch. 3]
  
- .22 Discuss how the Aviation Hazard Reporting system is used to control or correct hazards. [ref. (c), ch. 3]

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(Signature and Date)

**103 HAZARD CONTROL AND DEFICIENCY ABATEMENT/OPERATIONAL RISK ASSESSMENT (ORM)**

References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
  - [c] OPNAVINST 3500.39 (series), Operational Risk Management (ORM)
- 

**ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 Explain how preventive maintenance, use of operating procedures, operational risk management, and purchasing procedures minimize hazards? [ref .(b), ch A4]
- .2 Discuss the four principles of hazard control. [ref. (a), ch. 5; ref. (b), ch. A4]
- .3 Describe the hazard abatement program procedures. [ref. (a), ch. 12; ref. (b), ch. A4]
- .4 Describe the four categories by which hazard severity is assessed. [ref. (a), ch. 12; ref. (b), ch. A4]
- .5 Define the four subcategories by which mishap probability is assessed. [ref. (a), ch. 12; ref. (b), ch. A4]
- .6 Explain how hazard severity and mishap probability are used to derive a Risk Assessment Code (RAC) code? [ref. (a), ch. 12; ref. (b), ch. A4]
- .7 Describe each of the five RAC code descriptions. [ref. (a), ch. 12; ref. (b), ch. A4]
- .8 Define interim controls. [ref. (a), ch. 5; ref. (b), ch. A4]
- .9 Identify who is appointed as the ORM Program Manager. [ref. (c)]
- .10 Identify personnel assigned within your command as ORM instructors. [ref. (c)]
- .11 Identify the four principles of ORM. [ref. (c)]
- .12 Compare and contrast the three levels of the ORM process. [ref. (c)]
- .13 Explain the ABCD ‘Time Critical Risk Management’ model. [ref. (c)]
- .14 Explain each of the five steps of the ORM process. [ref. (c)]
- .15 Discuss control options which can be used to avoid or reduce risk. [ref. (c)]

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## 104 TRAINING

### References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
  - [c] COMNAVSURFORINST 3502.1 (series), Surface Force Training Manual (SURFORTRAMAN)
  - [d] OPNAVINST 3750.6 (series), Naval Aviation Safety Program
- 

### **ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 What are the basic training qualifications for your role?  
[ref. (a), ch. 6; ref. (b), ch. A5; ref (d), ch. 1]
- .2 Identify the requirements for initiating a safety standdown via the Enlisted Safety Committee. [ref. (c); ref(d), ch. 2]
- .3 List five training resources offered by the Naval Safety Center? [ref. (b), ch. A5]
- .4 What are the training requirements for newly reporting personnel  
[ref. (a), ch. 6; ref. (b), ch. A5]
- .5 What are the periodicity requirements for work center job specific training  
[ref. (a), ch. 6; ref. (b), ch. A5]
- .6 What are the minimum requirements for achieving the SOH award. [ref. (c)]
- .7 What educational and reference materials are available for promoting the reduction and prevention of workplace related accidents and illnesses. [ref. (a)]

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## 105 SAFETY COUNCIL AND COMMITTEE

### References:

- [a] OPNAVINST 3750.6 (series), Naval Aviation Safety Program
  - [b] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [c] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
- 

### **Ashore, AVSS; DSPO; Submarine must complete:**

- .1 State the purpose of the Safety Council.  
[ref. (a), ch. 2; ref. (b), ch. 4; ref. (c), ch. A2]
  
- .2 Who are the required members of the Safety Council?  
[ref. (a), ch. 2; ref. (b), ch. 4; ref. (c), ch. A2]
  
- .3 State the objectives/goals of the Safety Council.  
[ref. (a), ch. 2; ref. (b), ch. 4; ref. (c), ch. A2]
  
- .4 Who are the required members of the shore and/or Enlisted Safety Committee?  
[ref. (a), ch. 2; ref. (b), ch. 4; ref. (c), ch. A2]
  
- .5 State the purpose/objectives of the shore and/or Enlisted Safety Committee.  
[ref. (a), ch. 2; ref. (b), ch. 4; ref. (c), ch. A2]

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(Signature and Date)

## References:

- [a] OPNAVINST 5102.1 (series), Mishap Investigation and Reporting
  - [b] DODI 6055.07 Mishap Notification, Investigation, Reporting, and Record Keeping
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**ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 Discuss the definition of Class A, B, C and D mishaps. [ref .(b), Glossary]
- .2 Explain what conditions require immediate notification, within eight hours, to COMNAVSAFCEM and OSHA. [ref. (a), ch. 3002]
- .3 Explain the incidents/conditions of a Reportable Mishap. [ref. (a), ch. 3004]
- .4 What mishaps do not need to be reported? [ref. (a), ch. 3005]
- .5 What is the role of a Safety Authority (SA)? [ref. (a), ch. 3007]
- .6 What is the Web-Enabled Safety System (WESS)/Afloat Mishap & Hazard Reporting System? [ref. (a), ch. 3007]
- .7 Describe how WESS supports injury reporting logs for military and civilian personnel. [ref .(a), ch. 3007]
- .8 Identify the conditions that may require submission of a HAZREP. [ref. (a), ch. 4003]
- .9 Discuss the length of time allowed to submit a SIREP. [ref. (a), ch. 5003].
- .10 Discuss the three types of safety investigations. [ref. (a), Appendix A]
- .11 What are the other types of investigations? [ref. (a), Appendix A]
- .12 What classes of mishaps are investigated at the unit level? [ref, (a), Appendix A]
- .13 State the purpose for convening a Safety Investigation Board (SIB). [ref. (a), Appendix A]
- .14 Define the concept of privilege. [ref. (a), ch. 7]
- 15. A mishap event can often be traced back to the supervisory chain of command. What are the four major categories of unsafe supervision? [ref. (a), ch. 7]
- .16 Demonstrate an understanding of mishap notification, investigation and reporting procedures by assisting with an investigation of any mishap (Class A, B, C or D). Complete a WESS report; include lessons learned, best practices and procedures for corrective action. [ref. (b), Enclosure 8]

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(Signature and Date)



## 106(cont.) MISHAP INVESTIGATION AND REPORTING

### References:

- [a] OPNAVINST 5102.1 (series), Mishap Investigation and Reporting
- [b] DODI 6055.07 Mishap Notification, Investigation, Reporting, and Record Keeping

### AVSS **must complete:**

- .1 What is the purpose of aircraft mishap investigations? [ref. (a) ch. 6]
- .2 Define the following: [ref. (a) ch. 3]
  - a. Injury
  - b. Intent for flight
  - c. Duty status
  - d. DOD personnel/non-DOD personnel
  - e. Lost workday
- .3 Discuss the naval aircraft mishap categories. [ref. (a) ch. 3]
- .4 Discuss the naval aircraft mishap severity classes. [ref. (a) ch. 3]
- .5 How are the aircraft mishap costs determined? [ref. (a) ch. 3]
- .6 Discuss the following: [ref. (a) ch. 2]
  - a. Appointment of an Aviation Mishap Board (AMB)
  - b. Composition of the AMB
- .7 Discuss the following elements of aviation mishap reporting and investigation:  
[ref. (a) chs. 5 thru 7]
  - a. Who submits this report?
  - b. When is this report submitted?
- .8 What are the formats of the following reports:
  - a. Hazard Report [ref. (a) ch. 4]
  - b. Aviation Mishap Data Report [ref. (a) ch. 5]
  - c. Safety Investigation Report [ref. (a) ch. 7]
- .9 How is corrective action on MRs monitored? [ref. (a) ch. 9]
- .10 Discuss how human factors contribute to mishaps. [ref. (a) ch. 6]

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## 107 TRAFFIC, RECREATIONAL, OFF-DUTY SAFETY (RODS)

### References:

[a] OPNAVINST 5100.12 (series), Navy Traffic Safety Program

[b] OPNAVINST 5100.25 (series), Navy Recreation, Athletics and Home Safety Program

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### **ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 Identify the duties and responsibilities of the Traffic Safety Coordinator and Motorcycle Safety Representative. [ref. (a)]
- .2 Explain the general traffic safety training requirements and resources available for training and for those convicted of traffic violations on and off a DON installation. [ref. (a)]
- .3 Explain the motorcycle safety training courses necessary to military and DON civilian personnel. [ref. (a)]
- .4 What are the guidelines for seat belt and child restraint use? [ref. (a)]
- .5 Identify the approved motorcycle safety PPE required for all Sailors, riders and passengers on any DON installation. [ref. (a)]
- .6 Explain the training required for all Sailors and DoD civilian personnel that intend to operate private or government owned, leased, or rented ATVs and ORVs. [ref. (a)]
- .7 Discuss minimum PPE required for skateboarding and bicycling. [ref. (a)]
- .8 Discuss listening device restrictions on DON installations. [ref. (a)]
- .9 Discuss local requirements for operating a cell phone while driving. [ref. (a)]
- .10 Explain Traffic Risk Planning System (TRiPS) and how it may be used to manage driving risks. [ref. (a)]
- .11 What is the purpose of the Navy Traffic, Recreation, Off-Duty Safety Program (RODS) ? [(ref. (b))]
- .12 Identify the duties and responsibilities of the Traffic, Recreation, Off-Duty Safety (RODS) Program Manager. [ref. (b)]
- .13 Identify the responsibilities of individuals who desire to engage in high-risk recreational activities. [ref. (b)]
- .14 Discuss the frequency of recreational equipment and facility work area inspections. [ref. (b)]
- .15 Discuss the frequency of hazard awareness training. [ref. (b)]

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(Signature and Date)

## 108 ASBESTOS CONTROL PROGRAM

### References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
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### **ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 Where can asbestos be found afloat/ashore? [ref. (a), ch. 17; ref. (b), ch. B1]
- .2 What are the health risks associated with asbestos exposure? [ref. (a), ch. 17; ref. (b), ch. B1]
- .3 Explain the difference between friable and non-friable asbestos containing material (ACM). [ref. (b), ch. B1]
- .4 What is the Navy policy for the elimination/control of ACM? [ref. (a), ch. 17; ref. (b), ch. B1]
- .5 How is asbestos obtained and identified. [ref. (b), ch. B1]
- .6 What are the basic principles for minimizing/controlling asbestos exposure? [ref. (a), ch. 17; ref. (b), ch. B1]
- .7 List the procedure for asbestos waste disposal. [ref. (a), ch. 17; ref. (b), ch. B1]
- .8 Discuss the elements of the AMSP. [ref. (a), ch. 17; ref. (b), ch. B1]
- .9 Discuss the training requirements for personnel in the Asbestos Control Program. [ref. (a), ch. 17; ref. (b), ch. B1]

### **DSPO; Submarines must complete:**

- .10 Explain the difference between the two protocols for working with asbestos containing material? [ref. (b), ch.B1]
- .11 What criteria must exist to have an Emergency Asbestos Response Team? [ref. (b), ch. B1]
- .12 Is medical surveillance required for personnel assigned to the EART? [ref. (b), ch. B1]

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## 109      **CONFINED SPACE/GAS FREE PROGRAM**

### References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
  - [c] NSTM S9086-CH-STM-030/CH-74 V3, Gas Free Engineering
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### **ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 State the purpose of the Confined Space/Gas Free Program.  
[ref. (a), ch. 27; ref. (b), ch. B8; ref. (c), ch. 18]
  
- .2 State the responsibilities for the following personnel in the Confined Space/Gas Free Program: [ref. (a), ch. 27; ref. (b), ch. B8]
  - a. Commanding Officer
  - b. Safety Officer
  - c. Confined Space Program Manager/GFE
  - d. Department Heads and Division Officers/Supervisors e. Entry Supervisor
  - f. Attendants
  - g. Entrants
  - h. All hands
  
- .3 Discuss the elements of the Confined Space/Gas Free Program. [ref. (a), ch. 27; ref. (b), ch. B8]
  
- .4 Discuss the training requirements for the Confined Space/Gas Free Program.  
[ref. (a), ch. 27; ref. (b), ch. B8]
  
- .5 Name some of the spaces afloat/ashore that are required to be gas free prior to entering.  
[ref. (a), ch. 27; ref. (b), ch. B8]
  
- .6 What are the safety precautions to be followed prior to and when entering a confined or enclosed space? [ref. (c), ch. 18]
  
- .7 Discuss the information required on a Confined Space/Gas Free Entry Certificate.  
[ref. (a), ch. 27; ref. (c), ch. 20]

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## 109(cont.) CONFINED SPACE/GAS FREE PROGRAM

### References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
- [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
- [c] NSTM S9086-CH-STM-030/CH-74 V3, Gas Free Engineering

### **DSPO/Submarine must complete:**

- .1 Explain the atmosphere hazard conditions that may exist in a confined space?  
[ref. (b), ch. B8]
- .2 Discuss the conditions for entering any unventilated, non-occupied space designated to store hazardous or toxic materials or any sealed space? [ref. (b), ch. B8]
- .3 Discuss what you should do if you see an unconscious person in any space?  
[ref. (b), ch. B8]
- .4 Who are the Gas Free Engineers and Assistants on your ship?
- .5 Identify the precautions for minimizing hazards resulting from the release of toxic gases from the MSD system. [ref (b), ch. C15 & D9]

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## 110 ELECTRICAL SAFETY PROGRAM

### References:

- [a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
- [b] NSTM 300, Rev 9
- [c] NSTM 313

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### **AVSS; DSPO; Submarine must complete:**

- .1 What is the purpose of electrical and electronics safety? [ref. (a), ch. B7]
- .2 Who is responsible for ensuring electrical/electronic indoctrination training is provided for all newly reporting personnel? [ref. (a), ch. B7]
- .3 Explain the functions of the electrical safety officer/electronic maintenance officer? [ref. (a), ch. B7]
- .4 Explain the functions of the division officer as it pertains to electrical safety? [ref. (a), ch. B7]
- .5 What are some of the specialized items of PPE available for electrical protection? [ref. (a), ch. B12; ref. (b)]
- .6 What personal electrical equipment are prohibited onboard ship? [ref. (a), ch. B7; ref. (b)]
- .7 Describe requirements for working on energized equipment. [ref. (a), ch. B7; ref. (b)]
- .8 Discuss the method for fighting battery fires. [ref. (a), ch. C9; ref. (c)]
- .9 Discuss the precautions while working with wet cell batteries. [ref. (a), ch. C9]
- .10 List the general precautions for portable electrical equipment. [ref. (a), ch. C9; ref. (b)]
- .11 Identify shock hazards in your work spaces.
- .12 State the procedures for removing a shock victim from an energized circuit. [ref. (a), ch. C9]
- .13 Discuss steps for attempting to administer first aid to an electrical shock victim. [ref. (a), ch. C9]

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**111 LOCK OUT/TAG OUT PROGRAM**

References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
- [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
- [c] NAVSEA S0400-AD-URM-010/TUM, Tag-Out User’s Manual (NOTAL)

**ASHORE; AVSS must complete:**

- .1 Discuss the difference between lock out and tag out devices. [ref. (a), ch. 24; ref. (b), ch. B11]
- .2 Discuss the training requirements for the Lockout/Tagout Program. [ref. (a), ch. 24; ref. (b), ch. B11]
- .3 Explain the following as applied to the Lockout/Tagout Program: [ref. (a), ch. 24; ref. (b), ch. B11]
  - a. General procedures to be followed by the authorizing employee
  - b. Tag out device attachment
  - c. Types of devices used for lock out

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**DSPO; Submarine must complete:**

- .1 What is the purpose of a Tag-Out program? [ref. (b), ch B11 & D5]
- .2 What are different tags and stickers in the program and when are they used? [ref. (b), ch B11 & D5]
- .3 When should supervisory watch standers review associated tag-out logs? [ref. (c),1.3.1.c]
- .4 Who is the final authority for commencement of work? [ref. (c), 1.6.6.b]
- .5 How often are tag out audits required? Who should ensure they are completed [ref. (c), 1.7.4.b (1)]

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## 112 ENVIRONMENTAL AND NATURAL RESOURCES PROGRAM

References:

[a] OPNAVINST 5090.1 (series), Environmental and Natural Resources Program Manual

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**ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 What is the mission of the Navy's Environmental Readiness Program? [ch. 1]
- .2 What is the purpose of the Navy's pollution prevention program? [ch. 1]
- .3 What chapter defines environmental compliance policies and procedures applicable to shipboard operations?
- .4 What environmental training and oil and hazardous spill response training is required for all hands? [chs. 12, 22 and 28]
- .5 What are the restrictions concerning discharge of sewage, graywater, oily waste and garbage at sea (plastics and non-plastics)? [ch. 22]

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## 113      **ERGONOMICS PROGRAM**

References:

[a]    OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual

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### **ASHORE must complete:**

- .1 What is ergonomics? [ch. 23]
- .2 What is the purpose of the Ergonomics Program? [ch. 23]
- .3 List five ergonomic risk factors. [ch. 23]
- .4 Using Appendix 23-A, what hazards exist in your workcenter? [ch. 23]

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**114 HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M) PROGRAM**

References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
  - [c] OPNAVINST 5090.1 (series), Navy Environmental and Natural Resources Program Manual
  - [d] OPNAVINST 4790.2G, Naval Aviation Management Program
- 

**ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 What is the purpose of the HMC&M Program? [ref. (a), ch. 7; ref. (b), ch. B3]
- .2 Define hazardous materials. [ref. (a), Glossary; ref. (b), ch. B3]

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**ASHORE; AVSS must complete:**

- .3 What information is included in the HM Authorized Use List (AUL)? [ref. (a), ch. 7]
- .4 State the responsibilities of the following in the HMC&M Program:
  - a. Commanders/Commanding Officers of shore activities [ref. (a), ch. 7]
  - d. Aviation HMC&M Officer [ref. (d), vol. II; ch. 12]
- .5 What are the two courses offered to trained personal on hazardous materials (HM) ? [ref. (a), ch. 7]
- .6 What are the mandatory requirements for labeling of HMs? [ref. (a), ch. 7]
- .7 What are the requirements for HM inventories? [ref.(a), ch. 7]
- .8 What are MSDSs? [ref. (a), Glossary]
- .9 What type of information is contained within a MSDS? [ref.(a), ch. 7]

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**114(cont.) HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M) PROGRAM**

References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
- [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
- [c] OPNAVINST 5090.1 (series), Navy Environmental and Natural Resources Program Manual
- [d] OPNAVINST 4790.2G, Naval Aviation Management Program

**DSPO; Submarine must complete:**

- .1 What is the purpose for an MSDS? [ref. (b), ch. B3]
- .2 What “list” is used to determine the authorized HM and quantities for each ship? [ref. (b), ch. B3; ref. (b), ch. D15]
- .3 What role does the Consolidated Hazardous Material Reutilization Inventory Management Program (CHRIMP) provide? [ref. (b), ch. B3]
- .4 How often are supply and safety officers to make satellite locker inspections and storeroom inspections with corresponding action to correct deficiencies? [ref. (b), ch. B3]
- .5 Who is responsible for maintaining and replenishing spill kit material? [ref. (b), ch.B3]
- .6 What are the HMC&M-HAZMINCEN standards? [ref. (b), ch. C23]
- .7 Discuss general storage requirements to include incompatible materials, ventilation, and placarding, and disposal requirements. [ref. (b), ch. C23]
- .8 What is the maximum capacity of in-use flammable liquid cabinets per work- center? [ref. (b), ch. C23]
- .9 Discuss the precautions while working in fuel storage or transfer areas. [ref. (b), ch. C10 & D6]
- .10 Where can the authorized disposal methods for disposal of HMs aboard ship be found? [ref.( b), ch. B3]
- .11 What is a HAZMINCEN? [ref. (b), ch. B3]

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**114(cont.) HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M) PROGRAM**

References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (SOH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat
  - [c] OPNAVINST 5090.1 (series), Navy Environmental and Natural Resources Program Manual
  - [d] OPNAVINST 4790.2G, Naval Aviation Management Program
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**Submarine must complete:**

- .14 For submarines, what are the four classifications of HM? [ref (b), D15]
- .15 For submarines, what role does the Submarine Hazardous Material Inventory and Management System (SHIMS) provide? [ref (b), ch D15]
- .16 For submarines, how does the Submarine Material Control List (SMCL) allow Sailors to determine the usage category of HM items prior to procurement? [ref (b), D15]
- .17 Discuss the precautions while working in fuel storage or transfer areas. [ref. (b), ch. D6]

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## 115 HEARING CONSERVATION PROGRAM FUNDAMENTALS

### References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
  - [c] DoD 6055.12 Hearing Conservation Program (HCP)
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### **ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 Who is responsible for maintaining a record of noise hazardous areas and equipment? [ref. (a), ch. 18; ref. (b), ch. B4]
- .2 Discuss the criteria for designating a noise hazard area. [ref. (a), ch. 18; ref. (b), ch. B4]
- .3 What are the noise warning decal and labeling requirements for noise hazard areas and equipment? [ref. (a), ch. 18; ref. (b), ch. B4]
- .4 When shall single or double hearing protection be worn? [ref. (a), ch. 18; ref. (b), ch. B4]
- .5 What is the procedure for placement and removal from the Hearing Conservation Program? [ref. (a), ch. 18; ref. (b), ch. B4]
- .6 What are the three types of required hearing tests? [ref.(a), ch. 18; ref. (b), ch. B4]
- .7 Personnel requiring hearing retests due to a significant threshold shift (STS) are to be excluded from hazardous noise areas for at least how many hours prior to the scheduled test? [ref. (b), ch. B4; ref. (c)]
- .8 Define a significant threshold shift. [ref. (b), ch. B4; ref. (c)]
- .9 List the various types of hearing protective devices. [ref. (a), ch. 18; ref. (b), ch. B4]
- .10 Discuss the training requirements for the Hearing Conservation Program. [ref. (a), ch. 18; ref.(b), ch. B4]

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## References:

- [a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
- [b] NAVMED P-5010-3, Chapter (3)
- 

**ASHORE; AVSS; DSPO; Submarines must complete:**

- .1 Explain heat acclimatization? [ref. (a), ch. B2; ref. (b)]
- .2 Who reviews all engineering and non-engineering heat stress surveys? [ref. (a), ch. B2; ref. (b)]
- .3 Who provides training to divisions on heat stress health hazards? [ref. (a), ch. B2; ref. (b)]
- .4 List the five elements of a heat stress program? [ref. (a), ch. B2; ref. (b)]
- .5 Where and how are hanging dry bulb thermometers to be placed? [ref. (a), ch. B2; ref. (b)]
- .6 What two conditions require dry-bulb temperatures to be recorded? [ref. (a), ch. B2; ref. (b)]
- .7 What spaces must be monitored when manned? [ref. (a), ch. B2; ref. (b)]
- .8 Explain how PHEL curves determine stay times? [ref. (a), ch. B2; ref. (b)]
- .9 What is the purpose of the Wet Bulb Globe Thermometer and which models are available for shipboard use? [ref. (a), ch. B2; ref. (b)]
- .10 When are heat stress surveys required? [ref. (a), ch. B2; ref. (b)]

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## 117 LEAD CONTROL PROGRAM

### References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
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### **ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 What is the purpose of the Lead Control Program? [ref. (a), ch. 21; ref. (b), ch. B10]
- .2 Discuss sources for lead exposure. [ref. (a), ch. 21; ref. (b), ch. B10]
- .3 What are the specific health hazards associated with lead exposure?  
[ref. (a), ch. 21; ref. (b), ch. B10]
- .4 What are your responsibilities in the Lead Control Program:  
[ref. (a), ch. 21; ref. (b), ch. B10]
- .5 List the minimum training elements of the lead control program.  
[ref. (a), ch. 21; ref. (b), ch. B10]
- .6 What elements enhance personal hygiene and minimize lead exposure?  
[ref. (a), ch. 21; ref. (b), ch. B10]
- .7 What survey identifies the need for a lead hazard compliance plan?  
[ref. (a), ch. 21; ref. (b), ch. B10]
- .8 List the general workplace control practices to be used when working with lead or materials that contain lead. [ref. (a), ch. 21; ref. (b), ch. B10]
- .9 What are the requirements for PPE when working in a lead contaminated environment? [ref. (a), ch. 21; ref. (b), ch. B10]
- .10 Under which conditions may paint removal be authorized?  
[ref. (a), ch. 21; ref. (b), ch. B10]
- .11 How can ventilation be used to limit exposure to lead? [ref. (a), ch. 21; ref. (b), ch. B10]
- .12 What are the guidelines for warning signs and caution labels in a lead environment?  
[ref. (a), ch. 21; ref. (b), ch. B10]

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## References

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
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**ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 What is the purpose of PPE? [ref. (a), ch. 20; ref. (b), ch. B12]
- .2 Discuss the guidelines for selection and use of the following types of PPE:  
[ref. (a), ch. 20; ref. (b), ch. B12]
  - a. Head Protection/cranials
  - b. Foot protection
  - c. Hand protection
  - d. Safety clothing
  - e. Fall protection equipment
  - f. Flotation devices/vests
- .3 Discuss the guidelines for the following: [ref. (b), ch. B12]
  - a. Storage of PPE
  - b. Maintenance and inspections of PPE
- .4 Under what three conditions is a full-body safety harness with safety lanyard required?  
[ref (b), ch B12]
- .5 What is the command's responsibility for providing PPE? All hands responsibility?  
[ref. (a), ch. 20; ref. (b), ch. B12]
- .6 Discuss the training and maintenance requirements associated with PPE. Who conducts PPE training? [ref. (a), ch. 20; ref. (b), ch. B12]

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## 119 NON –IONIZING RADIATION PROGRAM

### References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
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### **ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 List common sources of ionizing and non-ionizing radiation. [ref. (a), ch. 22; ref. (b), ch. B9]
- .2 What are the harmful health effects associated with radar, communication equipment (transmitters), radiofrequency (RF) heat sealers and lasers? [ref. (b), ch. B9]
- .3 What is the function of a Radiation Safety Officer and the Laser System Safety Officer? [ref. (a), ch. 22; ref. (b), ch. B9]
- .4 List the requirements for radiofrequency radiation (RFR) warning signs. [ref. (a), ch. 22; ref. (b), ch. B9]
- .5 What are the training requirements for personnel working around RFR sources? All hands? [ref. (a), ch. 22; ref. (b), ch. B9]
- .6 What survey identifies the work centers that require medical surveillance for exposure to radiation? [ref (b), ch B9]
- .7 What conditions require a radiation hazard survey (RADHAZ)? [ref (b), ch B9]

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## 120      RESPIRATORY PROTECTION PROGRAM

### References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
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### **ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 What survey identifies workplace hazards that require you to wear a respirator? What inhalation hazards exist in your workplace? [ref. (a), ch. 15; ref. (b), ch. B6]
- .2 Who is your command RPPM/RPM? What program elements are the RPPM/RPM responsible for? [ref. (a), ch. 15; ref. (b), ch. B6]
- .3 Explain the difference between atmosphere supplying and atmosphere purifying respirators? Which one does the IH survey recommended for you? [ref. (a), ch. 15; ref. (b), ch. B6]
- .4 What requirements must all hands meet prior to being issued a respirator? Prior to donning a respirator? [ref. (a), ch. B6]
- .5 Discuss the warning signs of respirator failure and actions to be taken when a failure occurs. [ref. (b), ch. B6]
- .6 Demonstrate the procedures for properly cleaning, sanitizing, and storing respirators. [ref. (a), ch. 15; ref. (b), ch. B6]
- .7 Demonstrate a positive and negative pressure use seal check. What conditions cause an improper seal? [ref. (a), ch. 15; ref. (b), ch. B6]
- .8 Explain the procedures for the repair and maintenance of respirators. [ref. (a), ch. 15; ref. (b), ch. B6]
- .9 Demonstrate the correct procedures for the fit testing of personnel. [ref (a), ch B6]
- .10 Discuss the training elements required for the Respiratory Protection Program. [ref. (a), ch. 15; ref. (b), ch. B6]
- .11 What comprises an oxygen-deficient atmosphere? What type of respiration shall be used in this situation? [ref (a), ch B6]
- .12 Define IDLH. Under what conditions may an OBA/SCBA be used for entry into atmospheres which are or are potentially IDLH? [ref (a), ch B6]

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## 121 SIGHT CONSERVATION PROGRAM

### References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
- 

### **ASHORE; AVSS; DSPO; Submarine must complete:**

- .1 When shall eye protection be worn? [ref.(a), chs. 19, 20; ref. (b), ch. B5]
- .2 What type of eye protection should be worn for the following tasks: chemical handling; light grinding; machining; molten metals; spot welding; Warfighting, combat and training operations. [ref (a), ch B5]
- .3 Who is responsible for maintaining a listing of all areas and processes that require eye protection and those that require eye wash or deluge shower facilities? What are the responsibilities for all hands? [ref. (a), chs. 19, 20; ref. (b), ch. B5]
- .4 What are the primary first aid procedures for splashes or exposures to corrosive materials? [ref (a), ch B5]
- .5 How are eye hazard areas or equipment labeled and marked? [ref. (a), chs. 19, 20; ref. (b), ch. B5]
- .6 What are the procedures for maintaining protective eyewear? [ref. (a), chs. 19, 20; ref. (b), ch. B5]
- .7 Where shall emergency eyewash facilities/stations be located? Demonstrate your understanding of the 11 item emergency eyewash and deluge shower facility checklist. [ref. (a), chs. 19, 20; ref. (b), ch. B5, para B0508]
- .8 What specifications must emergency eyewash facilities meet? [ref. (a), chs. 19, 20; ref.(b), ch. B5]
- .9 What are the training requirements for personnel working in eye hazardous areas? [ref. (a), chs. 19, 20; ref. (b), ch. B5]

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**122 CHEMICAL-BIOLOGICAL-RADIOLOGICAL-NUCLEAR-EXPLOSIVE  
(CBRNE)**

References:

[a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual

**ASHORE; AVSS must complete:**

- .1 Who is assigned to manage your command's CBRNE respirator protection program?  
[ref. (a), ch. 26]
- .2 In the event of a CBRNE attack, what are the four different levels of personal protective equipment (PPE)? [ref. (a), ch. B15]
- .3 How can heat stress related illness be prevented for first responders? [ref.(a), ch. B15]

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## 123 POLYCHLORINATED BIPHENYL (PCB) PROGRAM

### References:

- [a] OPNAVINST 5090.1 (series), Navy Environmental and Natural Resources Manual
  - [b] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [c] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
- 

### **ASHORE; AVSS; Submarine must complete:**

- .1 What are potential occupational exposure to PCBs; afloat/ashore?  
[ref. (a), ch. 14; ref. (b), ch. 25; ref. (c), ch. D15]
- .2 What survey shall specific personal protective equipment and medical surveillance for any potential PCB-related work? [ref. (b), ch. 25; ref. (c), ch. D15]
- .3 What human health hazards have been associated with exposure to PCBs? [ref. (b), ch. 25]
- .4 What are the basic principles for minimizing PCB exposure in the workplace? [ref. (b), ch. 25]
- .5 Define the procedures for PCB cleanup/reporting. [ref. (a), ch. 14; ref. (b), ch. 25]
- .6 Discuss the training requirements for personnel dealing with PCBs. [ref. (a), ch. 14]
- .7 What is the Navy's policy for PCBs? [ref. (a), ch. 14; ref. (b), ch. 25]

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## 124 OCCUPATIONAL REPRODUCTIVE HAZARDS PROGRAM

### References:

- [a] OPNAVINST 5100.23(series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] Navy Environmental Health Center Technical Manual NEHC-TM-OEM 6260.01A April 2006
- 

### **ASHORE; AVSS must complete:**

- .1 Define reproductive hazards. [ref. (a), ch. 29]
- .2 What is the Navy policy with respect to reproductive hazards? [ref. (a), ch. 29]
- .3 List at least 10 chemical reproductive and development hazards. List at least 5 occupational exposures on sperm parameters [ref. (b)]
- .4 List general workplace control practices for reproductive hazards. [ref. (a), ch. 29]
- .5 What steps are to be taken if a servicewoman becomes pregnant? If an occupational or environmental reproductive hazard (male and female) is suspected in the workplace? [ref. (a), ch. 29]
- .6 Discuss the training requirements for the Reproductive Hazards Program. [ref. (a), ch. 29]

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## 125 WELDING, CUTTING, BRAZING, HOT WORK

### References:

- [a] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series) Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat
- 

### **ASHORE, AVSS; DSPO; Submarine must complete:**

- .1 Discuss personal precautions while welding, cutting, brazing or conducting hot work.  
[ref. (a) ch. 27.2730; ref. (b), ch. C11 & D7]
- .2 Explain the space precautions during the performance of hot work.  
[ref. (b), ch. C11 & D7]
- .3 Identify the requirement for setting fire watches, Class I hot work and Class II hot work.  
[ref. (b), ch. C11 & D7]
- .4 Discuss which gas cylinder may be stored together and which cylinders must be separated.  
[ref. (b), ch. C11 & D7]
- .5 Where are cylinders to be stored, what precautions are to be taken if stored on weather decks? [ref. (b), ch. C11 & D7]

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**126 BASIC SAFETY (AFLOAT, FLIGHT LINE, FLIGHT DECK and SUBMARINES)**

References:

- [a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
  - [b] OPNAVINST 3710.7 (series), NATOPS General Flight and Operating Instructions
  - [c] NAVAIR 00-80T-105, CV NATOPS Manual
- 

**AVSS; DSPO; Submarine must complete:**

- .1 Where is the nearest life preserver and emergency escape breathing device (EEBD) in or near your working and living spaces? [ref. (a), ch. C1 & D1]
- .2 Discuss materials best used to secure-for-sea? [ref. (a), ch. C1 & D1]
- .3 Identify the color used to identify dangerous equipment or situations, caution as compared to danger signs. [ref. (a), ch. C1 & D1]
- .4 How soon should basic shipboard safety training be conducted for newly reporting crew members? [ref. (a), ch. C1 & D1]
- .5 Discuss the minimum height requirements of overhead obstructions requiring padding? [ref. (d), ref. (a), ch. C1 & D1]
- .6 What is the greatest hazard with shipboard fuels? [ref. (a), ch. C10 & D6]

\_\_\_\_\_  
(Signature and Date)

**AVSS; DSPO must complete:**

- .7 Discuss the precautions for approaching and debarking a helicopter? [ref. (a), ch. C7]
- .8 Define "FOD". [ref. (a), ch. C7]
- .9 What PPE is required during night and day flight quarters? [ref. (a), ch. C7]

\_\_\_\_\_  
(Signature and Date)

**AVSS must complete:**

- .10 What are the training requirements for pre-deployment? [ref. (c), ch. 1]
- .11 Describe what safety gear personnel shall wear while at flight quarter station. [ref. (c), ch. 2]
- .12 Discuss the control needed for towing aircraft. [ref. (c), ch. 6]

\_\_\_\_\_  
(Signature and Date)



## References:

- [a] OPNAVINST 5100.23(series), Navy Safety and Occupational Health (OSH) Program Manual
  - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
- 

**AVSS; DSPO must complete:**

- .1 Discuss the dangers associated with dry cargo and stores handling.  
[ref. (a) ch. 31; ref. (b), ch. C2]
- .2 What review needs to be completed prior to the evolution in order to mitigate risk?  
[ref. (a) ch. 31; ref. (b), ch. C2]
- .3 Discuss what training you would provide to personnel assigned to temporarily assembled or routine working parties, and their supervisors when handling and moving stores through a ship and when handling cargo. [ref. (a) ch. 31; ref. (b), ch. C2 & D2]
- .4 Identify the seven crane crew personnel that must be qualified? [ref. (b), ch. C2 & D2]
- .5 Discuss required personnel protective equipment when personnel are in suspended baskets/buckets? [ref. (a) ch. 31; ref. (b), ch. C2 & D2]
- .6 Identify three key safety rules for working with and around conveyors? [ref. (b), ch. C2]

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(Signature and Date)

**Submarine must complete:**

- .7 Discuss the dangers associated with dry cargo and stores handling. [ref. (b), ch. D2]
- .8 What review needs to be completed prior to the evolution in order to mitigate risk?  
[ref. (b), ch. D2]
- .9 Discuss what training you would provide to personnel assigned to temporarily assembled or routine working parties, and their supervisors when handling and moving stores throughout the submarine and when handling cargo. [ref. (b), ch. D2]
- .10 Discuss what training you would provide to personnel assigned to operate crainfalls and come-a-longs. [ref. (b), ch. D2]

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(Signature and Date)

## References:

- [a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
- 

**AVSS; DSPO; must complete:**

- .1 Identify the two types of ropes, which type is referred to as line and wire? [ref. (a), ch. C5]
- .2 What general precautions should one take when working with or near lines and wires? [ref. (a), ch. C5]
- .3 What position should hands be in relation to fairled lines into gypsy heads, capstans or bitts? [ref. (a), ch. C5]
- .4 What PPE is required when cleaning/lubricating wire rope? [ref. (a), ch. C5]

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(Signature and Date)

**Submarine must complete:**

- .5 Identify the two types of ropes, which type is referred to as line and wire? [ref. (a), ch. D3]
- .6 What general precautions should one take when working with or near lines and wires? [ref. (a), ch. D3]
- .7 What PPE is required when cleaning/lubricating wire rope? [ref. (a), ch. D3]

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(Signature and Date)

## References:

- [a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
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**AVSS; DSPO; Submarine must complete:**

- .1 What specific action can lead to a disastrous accident when working around machinery?  
[ref. (a), ch. C13 & D8]
- .2 When are you authorized to operate, repair, adjust or tamper with machinery?  
[ref. (a), ch. C13 & D8]
- .3 Discuss how you would train your division regarding the general operating precautions for working with machinery applicable to your workshop. [ref. (a), ch. C13 & D8]
- .4 Discuss conditions for engine room and fire room personnel to wear fire retardant coveralls.  
[ref. (a), ch. C13 & D8]
- .5 Identify the appropriate use of compressed air for machinery part cleanliness.  
[ref. (a), ch. C13 & D8]
- .6 List precautions when securing for sea. [ref. (a), ch. C13 & D8]
- .7 Identify machine guarding as applicable to your ship's workshop equipment. [ref. (a), ch. C13 & D8]

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(Signature and Date)

**130 HEAVY WEATHER/ABANDONING SHIP**

References:

[a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat

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**AVSS; DSPO; Submarine must complete:**

- .1 Identify the divisional and general requirements for heavy weather and abandoning ship.
- .2 Identify hazards that can occur in heavy weather. [ref. (a), ch. C16 & D10]
- .3 Discuss the limitations of mast, topside work, use of machinery and moving stores in heavy weather. [ref. (a), ch. C16 & D10]
- .4 Identify if leeward or windward side of ship should be used to go over in case of abandoning ship. [ref. (a), ch. C17 & D11]
- .5 Determine distance from ship to water that requires the life preserver to be thrown over first. [ref. (a), ch. C17 & D11]

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(Signature and Date)

## 131 PAINTING AND PRESERVATION

References:

- [a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
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### **AVSS; DSPO; Submarine must complete:**

- .1 Discuss why non-sanding/abrasive methods should be used when removing paint. [ref (a), ch. C18 & D12]
- .2 Identify lighting type when spray painting with highly flammable paints. [ref (a), ch. C18 & D12]
- .3 Determine ventilation requirements when painting in enclosed spaces. [ref (a), ch. C18 & D12]
- .4 What is the minimum level of PPE required when painting? [ref (a), ch. C18 & D12]
- .5 Discuss topside barriers required to contain paint debris. [ref (a), ch. C18 & D12]
- .6 What training would you provide to a paint team conducting spray operations. In spaces without installed ventilation. [ref (a), ch. C18 & D12]

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(Signature and Date)

**132            ORDNANCE**

References:

- [a]    NAVAIR 00-80T-103, NATOPS Conventional Weapons Handling Procedures Manual Ashore
  - [b]    OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
- 

**AVSS must complete:**

- .1 Define the following: [ref. (a), Glossary]
  - a.    Bingo
  - b.    HERO safe ordnance
  - c.    Aviation ordnance evolution
  - d.    HERO unsafe ordnance
  - e.    Operational necessity/requirements
- .2 State the responsibilities of the following: [ref. (a), ch. 1]
  - a.    Commanding Officer
  - b.    Safety Officer
  - c.    Station Weapons Officer
- .3 What are the hazards associated with HERO/RADHAZ/EMCON? [ref. (a), ch. 2]
- .4 Discuss the criteria for qualification or certification for military and civilian personnel in handling explosives. [ref. (a), ch. 2]
- .5 Discuss the criteria for qualification as an explosive driver. [ref. (a), ch. 2]
- .6 State the precautions for weapons movement and handling during assembly and disassembly. [ref. (a), ch. 3]
- .7 List the ordnance items authorized for carriage on hot seat events. [ref. (a), ch. 4]
- .8 State the precautions for weapons loading/downloading. [ref. (a), ch. 5]
- .9 State the precautions for aircraft arming and de-arming. [ref. (a), ch. 5]
- .10 Discuss the conditions for aircraft grounding. [ref. (a), ch. 5;]

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(Signature and Date)

**DSPO; Submarine must complete:**

- .1 What is the greatest danger from ordnance? [ref (b), ch. C14]
- .2 Discuss setting HERO emission controls in presence of electrically initiated ordnance. [ref (b), ch. C14]

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(Signature and Date)

**133            SMALL BOATS**

References:

[a]    OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual  
for Forces Afloat

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**DSPO; Submarine must complete:**

- .1 What are the most dangerous operations involving small boats? [ref. (a), ch. C4]
- .2 While hoisting, which crewmembers are allowed in small boats? [ref. (a), ch. C4]
- .3 Discuss requirements for fueling small boats at night? [ref. (a), ch. C4]
- .4 What are the inspection requirements for contracted liberty boats? [ref. (a), ch. C4 & D4]

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(Signature and Date)

**134 WORKING OVER THE SIDE OR ALOFT; VERTICAL TRUNKS;  
DRYDOCK SAFETY**

References:

[a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat

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**DSPO and Submarine must complete:**

- .1 Compare and contrast “over the side” and “aloft”. [ref. (a), ch. C8 & D4]
- .2 Identify the greatest hazards associated with working over the side, topside, or aloft. [ref. (a), ch. C8 & D4]
- .2 Explain how personnel suspended in a man basket over the side by a crane are subject to electrical shock and burn hazards. [ref. (a), ch. C8 & D4]
- .3 Discuss the PPE, lines, pitch and roll limitations, and permissions required to work aloft or over the side. [ref. (a), ch. C8 & D4]
- .4 Identify both check sheets required for commencing work over the side and working aloft. [ref. (a), ch. C8 & D4]
- .5 Identify the PPE requirements for working over the side in a dry dock. [ref. (a), ch. C8 & D4]
- .6 How many feet, at minimum, should safety nets extend on both sides under all access brows between the ship and dock apron? [ref. (a), ch. C8 & D4]

\_\_\_\_\_  
(Signature and Date)

**DSPO must complete:**

- .7 Identify the check sheet to be completed prior to commencing work in vertical trunks. [ref. (a), ch. C8]
- .8 Identify the minimum PPE required while working on scaffolding with and without guardrails. [ref. (a), ch. C8]

\_\_\_\_\_  
(Signature and Date)



**135 FOOD SERVICE, TRASH AND GARBAGE DISPOSAL**

References:

[a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat

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**DSPO, Submarine must complete:**

- .1 Identify the PPE required for operating the Pulper, Plastic Waste Processor and Solid Waste Processor. [ref. (a), ch. C19 & D13]
- .2 What are the safety precautions associated with galley and scullery operations? [ref. (a), ch. C19 & D13]

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(Signature and Date)

**136 LAUNDRIES, PHOTOGRAPHY LABS AND DARKROOMS**

References:

[a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat

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**DSPO, Submarine must complete:**

- .1 Discuss the general safety precautions for laundries. [ref. (a), ch. C20 & D14]
- .2 Identify how dryer vents are to be exhausted. [ref. (a), ch. C20 & D14]
- .3 Identify the hazard associated with flash equipment. [ref. (a), ch. C20 & D14]

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(Signature and Date)

## 137 GROUND TACKLE AND TOWING

### References:

- [a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
- 

### **DSPO must complete:**

- .1 What review must be completed prior to anchor handling or towing evolutions?  
[ref. (a), ch. C6]
- .2 Locate your ship's wildcat, capstan, gypsy head, and anchor.
- .3 What personal precautions are necessary when operating ground tackle equipment?  
[ref. (a), ch. C6]

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(Signature and Date)

## 138 UNDERWAY REPLENISHMENT

### References:

- [a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
- 

### **DSPO must complete:**

- .1 What assessment is required prior to an underway replenishment evolution, why?  
[ref. (a), ch. C3]
- .2 What PPE is required for personnel assigned to UNREP stations? [ref. (a), ch. C3]
- .3 Discuss safety precautions that are required during an UNREP evolution. [ref. (a), ch. C3]
- .4 Contrast safety precautions for night and day UNREP and stores.

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(Signature and Date)

## 139 MEDICAL AND DENTAL FACILITIES

### References:

- [a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat
  - [b] OPNAV P-45-113-3-99, Afloat Medical Waste Management Guide
- 

### **DSPO must complete:**

- .1 Discuss stowage precautions associated with biological or hazardous medical waste.  
[ref. (a), ch. C21, ref. (b)]

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(Signature and Date)

## 140 CO2 FIXED FLOODING SYSTEMS SAFETY PRECAUTION AND PROCEDURES

References:

[a] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (OSH) Program Manual for Forces Afloat

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### **DSPO must complete:**

- .1 What are the hazards associated with CO2 Fixed Flooding Systems when concentrations exceed 30 percent? [ref. (a), ch. C22]
- .2 Discuss the safety precautions for working inside CO2 protected spaces. [ref. (a), ch. C22]
- .3 Discuss rescue personnel procedures to include appropriate PPE, the minimum number of rescue personnel, communications, and how to minimize the spread of CO2. [ref. (a), ch. C22]

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(Signature and Date)

## 300 INTRODUCTION TO WATCHSTATIONS

### 300.1 INTRODUCTION

The Watchstation section of your PQS is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the previous sections to use. It allows you to practice the tasks required for your watchstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the prerequisites that pertain to the performance of that particular task. Satisfactory completion of all prerequisites is required prior to achievement of final watchstation qualification.

### 300.2 FORMAT

Each watchstation in this section contains:

A FINAL QUALIFICATION PAGE, which is used to obtain the required signatures for approval and recording of Final Qualification.

PREREQUISITES, which are items that must be certified completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other PQS books, and fundamentals, systems, or watchstation qualifications from this book. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. Record the date of actual completion, not the sign-off date.

WATCHSTATION Performance, which is the practical factors portion of your qualification. The performance is broken down as follows:

- Tasks (routine operating tasks that are performed frequently)
- Infrequent Tasks
- Abnormal Conditions
- Emergencies Training
- Watches

If there are multiple watchstations, a QUALIFICATION PROGRESS SUMMARY will appear at the end of the Standard.

### 300.3 OPERATING PROCEDURES

The PQS deliberately makes no attempt to specify the procedures to be used to complete a task or control or correct a casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship, and squadron to squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

#### 300.4 DISCUSSION ITEMS

Though actual performance of evolutions is always preferable to observation or discussion, some items listed in each watchstation may be too hazardous or time consuming to perform or simulate. Therefore, you may be required to discuss such items with your Qualifier.

#### 300.5 NUMBERING

Each Final Qualification is assigned both a watchstation number and a NAVEDTRA Final Qualification number. The NAVEDTRA number is to be used for recording qualifications in service and training records.

#### 300.6 HOW TO COMPLETE

After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified watchstander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages.



301 SAFETY PETTY OFFICER  
(AFLOAT; ASHORE; AVIATION; SUBMARINE)

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

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The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified AVIATION SAFETY PETTY OFFICER (NAVEDTRA 43460-4D).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
Supervisor

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
Division Officer

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
Department Head

QUALIFIED \_\_\_\_\_ DATE \_\_\_\_\_  
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

BEFORE STARTING YOUR ASSIGNED TASKS, COMPLETE THE FOLLOWING:

301.1        **PREREQUISITES – AFLOAT (DSPO)**

301.1.1     SCHOOLS:  
None

301.1.2     PQS QUALIFICATIONS:  
Ship's Maintenance and Material Management (3M) System (NAVEDTRA 43241-G), 302  
Work Center Supervisor  
Completed  
(Qualifier and Date) \_\_\_\_\_

Damage Control (NAVEDTRA 43119-G), 304 Fire Watch  
Completed  
(Qualifier and Date) \_\_\_\_\_

301.2        **PREREQUISITES – ASHORE SAFETY SUPERVISOR**

301.2.1     SCHOOLS:  
None

301.3        **PREREQUISITES – AVIATION SQUADRON (AVSS)**

301.3.1     SCHOOLS:  
None

301.3.2     PQS QUALIFICATIONS:  
Enlisted Aviation Warfare Specialist (EAWS), Common Core (NAVEDTRA 43902)  
Completed  
(Qualifier and Date) \_\_\_\_\_

301.3        **PREREQUISITES – SUBMARINE SAFETY OFFICER**

301.3.1     SCHOOLS:  
None

**FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.**

301.4        FUNDAMENTALS FROM THIS PQS:

101    Navy Safety and Occupational Health (OSH) Program  
Organization and Responsibilities (**ASHORE; AVSS; DSPO;  
SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

102 Inspections, Surveys, Assist, Hazard Reporting and Medical Surveillance  
(**ASHORE; AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

103 Risk Assessment (**ASHORE; AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

104 Training (**ASHORE; AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

105 Safety Council and Committee (**ASHORE; AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

106 Mishap Investigation and Reporting (**ASHORE; AVSS; DSPO;  
SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

107 Traffic, Recreational, Off-Duty Safety (RODS)  
(**ASHORE; AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

108 Asbestos Control Program (**ASHORE; AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

109 Confined Space/Gas Free Program (**ASHORE; AVSS; DSPO;**

**SUBMARINE)**

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

110 Electrical Safety Program (**ASHORE; AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

111 Lock Out/Tag Out Program (**ASHORE; AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

112 Environmental and Natural Resources Program  
(**ASHORE; AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

113 Ergonomics Program (**ASHORE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

114 Hazardous Material Control and Management (HMC&M) Program  
(**ASHORE; AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

115 Hearing Conservation Program (**ASHORE; AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

116 Heat Stress (**ASHORE; AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

117 Lead Control Program (**ASHORE; AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

118 Personal Protective Clothing and Equipment (PPE)  
**(ASHORE; AVSS; DSPO; SUBMARINE)**

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

119 Radiation Protection Program **(ASHORE; AVSS; DSPO; SUBMARINE)**

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

120 Respiratory Protection Program **(ASHORE; AVSS; DSPO; SUBMARINE)**

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

121 Sight Conservation Program **(ASHORE; AVSS; DSPO; SUBMARINE)**

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

122 Chemical-Biological-Radiological-Nuclear-Explosive (CBRNE)  
**(ASHORE; AVSS)**

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

123 Polychlorinated Biphenyl (PCB) Program **(ASHORE; AVSS; SUBMARINE)**

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

124 Occupational Reproductive Hazard Program **(ASHORE; AVSS)**

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

125 Welding, Cutting, Brazing and Hot Work **(ASHORE; AVSS; DSPO;  
SUBMARINE)**

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

126 Basic Safety (**AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

127 Dry Cargo Operations/Stores Handling (**AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

128 Wire and Fiber Rope (**AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

129 Machinery (**AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

130 Heavy Weather/Abandoning Ship (**AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

131 Painting and Preservation (**AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

132 Ordnance (**AVSS; DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

133 Small Boats (**DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

134 Working Over the Side or Aloft; Vertical Trunks; Dry Dock Safety (**DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

135 Food Service; Trash and Garbage Disposal  
(**DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

136 Laundries; Photography Labs and Darkrooms (**DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

137 Ground Tackling and Towing (**DSPO; SUBMARINE**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

138 Underway Replenishment (**DSPO**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

139 Medical and Dental Facilities (**DSPO**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

140 CO2 Fixed Flooding Systems Safety Precautions and Procedures  
(**DSPO**)

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

301.5 TASKS – COMPLETE ALL TASKS APPLICABLE TO YOUR COMMAND

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. Satisfactorily perform this task.

**Questions**

301.5.1 Act as a member of Enlisted Safety Committee (2 times)

A B D F

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

.2 Act as a contact point for command safety questions and input/feedback (2 times)

A B D F

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

.3 Disseminate pertinent information from Safety Committee meetings to the work center (2 times)

A B D F

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

.4 Act as an advisor to the Work Center Supervisor on safety matters (2 times)

A B D F

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)



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- 301.5.5 Maintain a turnover file A B C F
- \_\_\_\_\_
- (Signature and Date)
- .6 Post and change safety posters on a regular basis A B C F
- \_\_\_\_\_
- (Signature and Date)
- .7 Conduct work center mishap prevention training (2 times) A B C D F
- \_\_\_\_\_
- (Signature and Date)
- \_\_\_\_\_
- (Signature and Date)
- .8 Ensure applicable safety materials are posted on the required reading board including work center specific safety precautions A B C F
- \_\_\_\_\_
- (Signature and Date)
- .9 Conduct periodic safety inspections of assigned spaces using applicable checklists (2 times) A B C D E F
- \_\_\_\_\_
- (Signature and Date)
- \_\_\_\_\_
- (Signature and Date)
- .10 Identify existing and potential hazards and controls (i.e., electrical, machine guarding, etc.) (3 times) A B C D E F
- \_\_\_\_\_
- (Signature and Date)
- \_\_\_\_\_
- (Signature and Date)
- \_\_\_\_\_
- (Signature and Date)

---

301.5.11 Ensure proper storage, use, and disposal of HM (2 times) A B C E F

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

.12 Inspect to ensure all hazard areas are properly marked, identified, and color coded (2 times) A B C D F

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

.13 Inspect to ensure proper selection, care, and use of PPE and eye wash stations (2 times) A B C E F

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

.14 Develop and recommend corrective action for safety discrepancies A B C D F

\_\_\_\_\_  
(Signature and Date)

.15 Follow-up on implementation of corrective action for safety discrepancies A B C D F

\_\_\_\_\_  
(Signature and Date)

.16 Provide inputs for safety stand downs A B D F

\_\_\_\_\_  
(Signature and Date)

- 
- 301.5.17 Spot-check PM/calibration/load testing A B D F
- \_\_\_\_\_
- (Signature and Date)
- .18 Investigate/submit in-house hazard reports, as applicable A B C D F
- \_\_\_\_\_
- (Signature and Date)
- .19 Monitor the surveillance programs applicable to your work center  
(i.e., audiograms/paint physicals, etc.) A B C F
- \_\_\_\_\_
- (Signature and Date)
- .20 Indoctrinate newly reported personnel regarding specific work  
center hazards A B C E F
- \_\_\_\_\_
- (Signature and Date)
- .21 Spot-check that MSDSs are being maintained properly for the  
work center A B C E F
- \_\_\_\_\_
- (Signature and Date)

COMPLETED .2 AREA COMPRISES 50% OF WATCHSTATION.

301.6 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. Satisfactorily perform or simulate this infrequent task.

- 301.6.1 Prepare for formal safety survey/inspections Questions  
A B C D E

\_\_\_\_\_

(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

COMPLETED .3 AREA COMPRISES 10% OF WATCHSTATION .

301.7 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What emergencies or malfunctions may occur if immediate action is not taken?
- E. How does this condition affect other operations/equipment/watchstations?
- F. What follow-up action is required?
- G. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition.

Questions

301.7.1 Missing or damaged safety equipment (2 times)

ABCDEF G

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

301.7.2 Improperly stored or marked HM containers (2 times)

ABCDEF G

\_\_\_\_\_  
(Signature and Date)

\_\_\_\_\_  
(Signature and Date)

301.8 EMERGENCIES

For the emergencies listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What other emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this emergency affect other operations/equipment/

- watchstations?
- G. Simulate written reporting procedures.
- H. Satisfactorily perform or simulate the immediate action for this emergency.

301.9.1 Major HW spill Questions  
A B C D E F G H

---

(Signature and Date)

.2 Minor HM spill A B C D E F G H

---

(Signature and Date)

COMPLETED .5 AREA COMPRISES 10% OF WATCHSTATION.301.8  
WATCHES – None.

301.10 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

301.10.1 EXAMINATIONS Pass a written examination

---

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board  
With Safety Officer during  
walkthrough

---

(Signature and Date)

304 ELECTRICAL SAFETY OFFICER

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified DIVISIONAL SAFETY PETTY OFFICER (NAVEDTRA 43460-4D).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
Supervisor

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
Division Officer

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
Department Head

QUALIFIED \_\_\_\_\_ DATE \_\_\_\_\_  
Commanding Officer or Designated Representative

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

**WATCHSTATION 304**  
**304 ELECTRICAL SAFETY OFFICER**

Estimated completion time: 12 weeks

304.1 PREREQUISITES

**BEFORE STARTING YOUR ASSIGNED TASKS, COMPLETE THE FOLLOWING:**

304.1.1 SCHOOLS:

Approved CPR Course (RECOMMENDED)  
Completed \_\_\_\_\_  
(Qualifier and Date)

.2 PQS QUALIFICATIONS:

Ship's Maintenance and Material Management (3M) System (NAVEDTRA  
43241-G), 304 Division Officer

Completed \_\_\_\_\_  
(Qualifier and Date)

**FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.**

.3 FUNDAMENTALS FROM THIS PQS:

101 Navy Safety and Occupational Health (OSH) Program Organization and Responsibilities

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

102 Inspections, Surveys, Assists, Hazard Reporting and Medical Surveillance

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

103 Risk Assessment

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

114 Hazardous Material Control and Management

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

115 Hearing Conservation

Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

121 Sight Conservation  
Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

117 Lead Control  
Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

111 Tag-Out  
Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

118 Personal Protective Equipment  
Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)

125 Basic Safety  
Completed \_\_\_\_\_ 2% of Watchstation  
(Qualifier and Date)



304.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

304.2.1 Review Command electrical safety programs	A B C D G
_____ (Signature and Date)	
304.2.2 Review Tag-Out Program	A B C D G
_____ (Signature and Date)	
.3 Inspect battery storage and charging areas	A B C D E F G
_____ (Signature and Date)	
.4 Inspect electrical/electronic workbenches (2 times)	A B C D E F G
_____ (Signature and Date) (Signature and Date)	
.5 Inspect electrical/electronic spaces for electrical grade rubber matting	A B C D E F G
_____ (Signature and Date)	
.6 Audit/inventory Electrical Tool Issue Room equipment (2 times)	A B C D G
_____ (Signature and Date) (Signature and Date)	
.7 Audit/inventory Electrical Tool Issue Room PPE (2 times)	A B C D G
_____ (Signature and Date) (Signature and Date)	
.8 Audit/inventory personal electrical/electronic equipment (2 times)	A B C D G
_____ (Signature and Date) (Signature and Date)	
.9 Conduct electrical safety training for ship's personnel	A B C D G
_____ (Signature and Date)	
304.2.10 Maintain records of ship-wide electrical safety training	A B C D G
_____ (Signature and Date)	

.11 Distribute electrical safety related articles A B C D G

\_\_\_\_\_  
(Signature and Date)

COMPLETED .2 AREA COMPRISES 34% OF WATCHSTATION.

### 304.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What conditions require this infrequent task?
- G. Satisfactorily perform or simulate this infrequent task.

304.3.1 Supervise connection/disconnection of shore power cables  
(2 times)

A B C D E F G

\_\_\_\_\_  
(Signature and Date) (Signature and Date)

.2 Inspect casualty power system components (2 times)

A B C D E F G

\_\_\_\_\_  
(Signature and Date) (Signature and Date)

.3 Assist in safety stand-down

A B C D F G

\_\_\_\_\_  
(Signature and Date)

.4 Coordinate CPR training for electrical/electronic personnel

A B C D F G

\_\_\_\_\_  
(Signature and Date)

.5 Conduct electrical safety training for embarked personnel

A B C D F G

\_\_\_\_\_  
(Signature and Date)

.6 Review PCB component inventory

A B C D F G

\_\_\_\_\_  
(Signature and Date)

COMPLETED .3 AREA COMPRISES 18% OF WATCHSTATION.

### 304.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What emergencies or malfunctions may occur if immediate action is not taken?

- E. How does this condition affect other operations/equipment/ watchstations?
- F. What follow-up action is required?
- G. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition.

304.4.1 Working on energized equipment

\_\_\_\_\_  
(Signature and Date)

.2 Shorted equipment

\_\_\_\_\_  
(Signature and Date)

.3 Improperly grounded equipment

\_\_\_\_\_  
(Signature and Date)

.4 Loss of ventilation in battery storage/charging areas

\_\_\_\_\_  
(Signature and Date)

COMPLETED .4 AREA COMPRISES 15% OF WATCHSTATION.

304.5 EMERGENCIES

For the emergencies listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What other emergencies or malfunctions may occur if immediate action is not taken?
- E. How does this emergency affect other operations/equipment/ watchstations?
- F. What follow-up action is required?
- G. Satisfactorily perform or simulate the immediate action for this emergency.

304.5.1 Battery explosion/fire

\_\_\_\_\_  
(Signature and Date)

.2 Electrical shock victim

\_\_\_\_\_  
(Signature and Date)

.3 PCB spill

\_\_\_\_\_  
(Signature and Date)

COMPLETED .5 AREA COMPRISES 13% OF WATCHSTATION.

304.6 WATCHES — None.

304.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

304.7.1 EXAMINATIONS

Pass a written examination

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(Signature & Date)

.2 EXAMINATIONS

Pass an oral examination board

---

(Signature & Date)

**QUALIFICATION PROGRESS SUMMARY FOR  
DIVISIONAL SAFETY PETTY OFFICER & AVIATION SAFETY SPECIALIST**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This qualification progress summary is used to track the progress of a trainee in the watchstations for this PQS and ensure awareness of remaining tasks. It should be kept by the individual or in the individual's training jacket and updated with an appropriate signature (Training Petty Officer, Division Officer, Senior Watch Officer, etc.) as watchstations are completed.

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301 DIVISION SAFETY PETTY OFFICER, AFLOAT

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

301 ASHORE SAFETY SUPERVISOR

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

301 AVIATION SAFETY SPECIALIST

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

301 SUBMARINE SAFETY OFFICER

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

304 ELECTRICAL SAFETY OFFICER (AFLOAT)

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

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## LIST OF REFERENCES USED IN THIS PQS

OPNAVINST 3120.32 (series), Standard Organization and Regulations of the U.S. Navy

OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat

OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Ashore

OPNAVINST 3750.6 (series), Naval Aviation Safety Program

OPNAVINST 3500.39 (series), Operational Risk Management (ORM) OPNAVINST

3710.7 (series), NATOPS General Flight and Operating Instructions

OPNAVINST 5090.1B, Navy Environmental and Natural Resources Manual

OPNAVINST 5100.12 (series), Navy Traffic Safety Program

OPNAVINST 5100.25 (series), Navy Recreation, Athletics and Home Safety Program

OPNAVINST 5102.1 (series), Navy and Marine Corps Mishap and Safety Investigation Reporting and Record Keeping Manual

OPNAV P-45-113-3-99, Afloat Medical Waste Management Guide

COMNAVSURFFOINST 3502.1 (series), Surface Force Training Manual (SURFORTRAMAN)

NAVAIR 00-80T-103, NATOPS Conventional Weapons Handling Procedures Manual Ashore

NAVEDTRA 12081, Standard First Aid Training Course

NSTM S9086-CH-STM-030/CH-74 V3, Gas Free Engineering

NAVSEA S593-A1-MAN-010, Shipboard Management Guide to PCBs (NOTAL)

NAVSEA S0400-AD-URM-010/TUM, Tag-Out User's Manual (NOTAL)

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Personal Qualification Standard  
Feedback Form

From \_\_\_\_\_ Date \_\_\_\_\_

Via \_\_\_\_\_ Date \_\_\_\_\_  
Department Head

Activity \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ DSN \_\_\_\_\_

PQS Title \_\_\_\_\_ NAVEDTRA \_\_\_\_\_

Section Affected \_\_\_\_\_

Page Number(s) \_\_\_\_\_

Remarks/Recommendations (Use additional sheets if necessary):

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DEPARTMENT OF THE NAVY

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OFFICIAL BUSINESS

COMMANDING OFFICER  
NAVAL EDUCATION TRAINING  
COMMAND  
9549 BAINBRIDGE AVE  
NORFOLK, VA 23511

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(FOLD HERE)