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Command Policy

SAFETY INSPECTION CHECKLIST

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This checklist is designed to verify that required Safety and Risk Management functions are being correctly accomplished at the wing and squadron level. It supports guidance found in the following: AFIs 90-901, 91-202, 91-204, 91-205, 91-207, 91-301, 91-302; AFM 91-201; AFPDs 90-9, 91-2, 91-3; AFJI 91-206; AFPAMs 90-902, 91-210, 91-212, 91-216; PACAF Sup 1 to AFIs 91-202, 91-204 and 91-301. This directory does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units or members. This checklist will address specific safety responsibilities, along with tasks to be performed that are regulatory/instructional requirements.

The items listed in this checklist do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this checklist in conjunction with annual internal evaluations. The objective is to identify deficiencies that diminish capabilities. Inspectors may add any items that they feel needs assessment and units can supplement this publication to add internal or unit compliance items.

The success of an overall safety program depends on the personal attention of commanders at all levels. The chief of safety (COS) is charged to ensure all areas of this checklist are integrated into all workcenters and complied with by personnel at all levels. This checklist can effectively help the COS understand the parameters of the wing's safety program and help squadron safety officers to assess their own units. Use it to prepare for higher headquarters staff assistance visits and Unit Compliance Inspections (UCI). Critical inspection items are indicated with a (#).

SUMMARY OF REVISIONS

This document has been substantially revised, and must be reviewed completely. New or revised material is indicated with an (|).

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1. *Authorized copy of Word (.doc) file can only be released by the appropriate OPR.*

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Director of Safety

Attachment 1**SAFETY INSPECTION CHECKLIST****A1.1. CHIEF OF SAFETY (COS) AREAS****A1.1.1. PERSONNEL**

A1.1.1.1. Do commanders notify HQ PACAF/SE of the appointment of new Chiefs of Safety? {AFI 91-202, PACAF Supp 2.1}

A1.1.1.2. Is the Chief of Safety (COS) qualified in a primary mission of the unit? {AFI 91-202, 2.1.1.}

A1.1.1.3. Is the COS a rated officer? {AFI 91-202, 2.1.1.}

A1.1.1.3.1. Is COS qualified in unit aircraft at the BMC level as a minimum? {AFI 91-202, PACAF Supp 2.1}

A1.1.1.4. (#) Has the COS completed or been scheduled to attend the Chief of Safety course at AFSC? {AFI 91-202, 2.1.1.}

A1.1.1.5. Does the COS have 1/2 tour length remaining on station from date of appointment? {AFI 91-202 PACAF Sup, 2.1.1}

A1.1.1.6. Does the COS report directly to the Commander? {AFI 91-202, 2.1.}

A1.1.1.7. Are all safety disciplines (Flight, Weapons, and Ground) consolidated under the COS? {AFI 91-202, 2.2.2.}

A1.1.2. ADMINISTRATIVE

A1.1.2.1. (#) Does the COS ensure a publications library is established to include DOD Standards and Handbooks, AF Policy Directives, Instructions, Pamphlets and T.O.s, AF Occupation Safety and Health Standards, National Fire Protection Association Codes, ANSI Standards, AFSP 91-1 *Flying Safety*, 91-2 *Road & Rec*, and 91-3 *Nuclear Surety and Weapons Safety Journal*? (When master publication and T.O. libraries are readily available on base and the SE office has web access to periodical libraries, they do not need to maintain a hard copy in the SE office.) {AFI 91-202, 2.6.}

A1.1.2.2. Are AF and PACAF directives supplemented as needed with specific and current guidance? {AFI 33-360, Vol 1}

A1.1.2.3. (#) Are ALSAFECOM and ALMAJCOM messages logged, filed, distributed for action, and briefed on action taken? {AFI 91-202, 2.5.1.; 5.2.3.}

A1.1.2.4. Are formal files established and properly maintained? {AFMAN 37-139}

A1.1.2.5. Has the COS established methods to ensure protection of FOUO and limited-use information? {AFI 91-202, 5.1.1.}

A1.2. COMMANDER'S MANAGEMENT STRATEGY

A1.2.1. Does CC ensure that functional managers and supervisors (rather than the safety staff) take corrective action for deficiencies? {AFI 91-202, 2.3.1.}

A1.2.2. Does CC involve the safety staff in appropriate meetings? {AFI 91-202, 2.3.3.}

A1.2.3. Does the CC ensure the minimization of administrative tasks, details and augmentation duties not directly associated with safety? {AFI 91-202, 2.1}

A1.2.4. Does the CC ensure that safety is integrated into all organizational operations and mission plans? {AFI 91-202, 2.3.4}

A1.3. OPERATIONAL RISK MANAGEMENT

A1.3.1. Does the unit commander advocate ORM principles at commander calls, other meetings, with policy letters, or through other command channels? {AFI 90-901, 3.4.}

A1.3.2. Does the unit have published guidance delegating risk decision-making authority based upon risk level and with regard to those accountable for mission success or failure? {AFI 90-901, 3.2.}

A1.3.3. (#) Has an ORM Advisor been appointed and properly trained? {PACAF Sup 1, 6.1.4., 6.2.3., and 7.1.3.}

A1.3.4. (#) Are personnel completing the ORM Fundamentals Course within 60 days of assignment to a unit? {PACAF Sup 1, 7.1.1.} Note: Training may have been provided as a briefing, classroom instruction, or web/computer-based.

A1.3.5. (#) Have supervisory personnel completed the PACAF Essentials for Leaders Course? {PACAF Sup 1, 7.1.2.1.} Note: Training may have been provided as a briefing, classroom instruction, video teleconference, or web/computer- based.

A1.3.6. Have all functional areas incorporated ORM into their standard operating procedures, guidance, and training and education programs? {AFI 90-901, 3.4., 4.1., PACAF Sup 1, 6.1.1.}

A1.3.7. Do commanders/supervisors know the high-risk activities their personnel participate in, both on-and off-duty? {PACAF Sup 1, 6.1.5.}

A1.3.8. Has the wing commander determined the high risk activities for their base? {PACAF Sup 1, 6.1.5.}

A1.4. MANAGEMENT

A1.4.1. Does the COS notify HQ PACAF/SE of assignment of primary duty FSOs? {AFI 91-202, PACAF Sup 2.1}

A1.4.2. Does COS ensure that appointed FSOs have at least 1-year on station following assignment to a FSO position? (except those on a one year remote) {AFI 91-202 PACAF Sup, 2.1.2.}

A1.4.3. For units with more than one type aircraft are the COS and FSO qualified in different mission aircraft whenever possible? {AFI 91-202 PACAF Sup, 2.1.1.1}

A1.4.4. Are Safety Council minutes published and distributed to council members within 15 working days? {AFI 91-202, PACAF Sup, 2.7.1.2}

A1.4.4.1. Does the COS act as recorder for the safety council? {AFI 91-202 PACAF Sup, 2.7.1.1.1.}

A1.4.4.2. Does the COS solicit agenda items from each council member? {AFI 91-202 PACAF Sup, 2.7.1.1.3.}

A1.4.4.3. Does the COS follow up on directed safety related actions? {AFI 91-202 PACAF Sup, 2.7.1.1.4.}

A1.4.5. Does the COS provide inputs to squadron CCs for performance reports on squadron FSOs? {AFI 91-202 PACAF Sup, 2.1.2.3.}

A1.4.6. Does the COS ensure full-time safety personnel are qualified, trained to manage safety programs, and able to function at the staff level? {AFI 91-202, 2.1.}

A1.4.7. Does the COS use Air Force Manpower Standard (AFMS) 106A to determine the required size of the safety staff? {AFI 91-202, 2.1.}

A1.4.8. Does the COS coordinate all requests for manpower changes to the safety office with PACAF/SE before submission to the local management engineering team? {AFI 91-202, 2.1.}

A1.4.9. Has the COS ensured trainers and certifiers are designated by the CC in writing? {AFI 36-2201, 4.9.1.5.}

A1.4.10. Has the COS considered deployment obligations when developing the office training plan? {AFI 91-202, 2.1. & AFI 36-2201, 4.9.1.4.}

A1.5. INSPECTIONS

A1.5.1. Has the COS established a safety inspection program? AFI 91-202, 3.1.}

A1.5.2. (#) Are all facilities and units inspected once within a year (except as noted)? {AFI 91-202, 3.1.}

A1.5.3. (#) Is a spot-inspection program established to inspect high-interest areas for each discipline? {AFI 91-202, 3.1, 3.1.4.5, & PACAF Sup, 3.7.1.1.}

A1.5.3.1. (#) Are spot-inspection findings tracked to completion? {AFI 91-202, 3.1, 3.1.4.5, & PACAF Sup, 3.7.1.1.}

A1.5.4. Are activities which operate around the clock adequately surveyed at times other than normal duty hours? {AFI 91-202/PACAF Sup, 3.7.1.1.}

A1.5.5. Are annual inspection reports forwarded to the unit commander and functional manager? {AFI 91-202, 3.1.4.4.}

A1.5.6. Is semiannual analysis conducted of applicable safety inspections, mishaps, deficiencies and hazard reports to identify problem areas and report significant findings to the commander and staff? {AFI 91-202/PACAF Sup, 1.6.11.15.1.1.}

A1.5.7. Are reviews accomplished of contracts (construction and services)? {AFI 91-202, 1.6.12.2. & PACAF Sup, 1.6.11.15.1.3.}

A1.5.8. Do the COS and Airfield Management conduct a monthly "joint" inspection of all airfield facilities? {AFI 11-213, 2.3.1.1.6. NOTE}

A1.5.9. Does the COS review the Snow and Ice Control Program to make sure planned operations are safe {AFI 32-1002, 2.2.18.1}

A1.5.10. Does the COS evaluate the effectiveness of the Snow and Ice Committee activities at maintaining runway conditions for safe flying operations? {AFI 32-1002, 2.2.18.3}

A1.6. MISHAP PREVENTION/INVESTIGATION/REPORTING

A1.6.1. Does COS ensure accomplishment and tracking of recommendation action to all Class C, HAP and HATR mishaps and report them twice annually to PACAF/SE? {AFI 91-204/PACAF Sup, 6.1.1.5.1}

A1.6.2. Does the COS give the Opportunity to Present an Additional Witness Statement letter to those found causal in Class A and B mishaps? {AFI 91-204, 5.10.5.1}

A1.6.2.1. Does the COS ensure the individual has access to the SIB's Final Message to make additional comments? {AFI 91-204, 5.10.5.1}

A1.6.2.2. Does the COS ensure the individual is not allowed access to the SIB's Formal Report? {AFI 91-204, 5.10.5.1}

A1.6.2.3. Does the COS ensure the individual does not remove the SIB's Final Message from the wing safety office? {AFI 91-204, 5.10.5.1}

A1.6.2.4. Does the COS forward the individual's statements to the MAJCOM Director of Safety and HQ AFSC/SEFM (or HQ AFSC/SEG) for inclusion in the MOFE process? {AFI 91-204, 5.10.5.1}

A1.6.3. Is a Hazard Reporting Program established? {AFI 91-202, 4.1}

A1.6.4. Are Hazard Reports promptly validated and the individual notified within 10 days {AFI 91-202, 4.3.5.4}

A1.7. SAFETY AWARDS PROGRAM

A1.7.1. Are annual award packages completed and submitted to PACAF by 1 Nov? {AFI 36-2833/.PACAF Sup, 2.2.4.}

A1.7.2. Does the wing have a recognition program that complements the higher headquarters safety awards programs? {AFI 36-2833, 2.2.2.}

A1.7.3. Are nomination packages developed IAW AFI 36-2833? {AFI 36-2833, 2.2.4.1}

A1.8. WING FLIGHT SAFETY (SEF)**A1.8.1. FLIGHT SAFETY OFFICER (FSO) and FLIGHT SAFETY NCO (FSNCO)**

A1.8.1.1. Is the Wing Flight Safety Officer (FSO) a full time authorized position? {AFI 91-202, 2.1.2.}

A1.8.1.2. Is the FSO current in unit mission aircraft? {AFI 91-202, 2.1.2.}

A1.8.1.3. Has the FSO completed the AFSC FSO course and scheduled to fill the position for a minimum of 1 year following graduation? (except those on a 1 year remote) {AFI 91-202, 2.1.2., PACAF Sup, 2.1.2.}

A1.8.1.4. (#) Do the FSO and FSNCO monitor the following flight-related facilities/operations, airfield conditions and operations and maintenance? {AFI 91-202, 7.3.}

A1.8.1.4.1. Supervisor Of Flying {AFI 91-202, 7.3.1.1.}

A1.8.1.4.2. Runway Supervision program (if applicable) {AFI 91-202, 7.3.1.2.}

- A1.8.1.4.3. Life support facilities and training programs {AFI 91-202, 7.3.1.3.}
 - A1.8.1.4.4. Egress training {AFI 91-202, 7.3.1.4.}
 - A1.8.1.4.5. Foreign Object Damage control programs and procedures {AFI 91-202, 7.3.1.5.}
 - A1.8.1.4.6. Airfield high interest areas {AFI 91-202, 7.3.2.1.}
 - A1.8.1.4.7. Airfield daily operations {AFI 91-202, 7.3.2.2.}
 - A1.8.1.4.8. Ramps and runways {AFI 91-202, 7.3.2.3.}
 - A1.8.1.4.9. Airfield lighting systems (taxiways, overruns, stressed pavement areas and unstressed pavement areas immediately next to runways) {AFI 91-202, 7.3.2.4.}
 - A1.8.1.4.10. Barriers and arresting gear {AFI 91-202, 7.3.2.5.}
 - A1.8.1.4.11. Airfield obstructions (including obstacles on approach paths) {AFI 91-202, 7.3.2.6.}
 - A1.8.1.4.12. Airfield markings (including runway markings, distance markings, taxi lines and so on) {AFI 91-202, 7.3.2.7.}
 - A1.8.1.4.13. Airfield signs (including distance remaining, instrument hold, VFR hold, taxiway guidance and so on) {AFI 91-202, 7.3.2.8.}
 - A1.8.1.4.14. Vehicle traffic control on or around the airfield and parking areas {AFI 91-202, 7.3.2.9.}
 - A1.8.1.4.15. Wildlife hazards present on the airfield {AFI 91-202, 7.3.2.10.}
 - A1.8.1.4.16. Low-level routes, weapons ranges and drop zones {AFI 91-202, 7.3.3.1.}
 - A1.8.1.4.17. Unit and transient maintenance operations {AFI 91-202, 7.3.3.2.}
 - A1.8.1.4.18. Aircraft generations, engine start and launch exercises {AFI 91-202, 7.3.3.3.}
 - A1.8.1.4.19. Emergency-response equipment (including crash-rescue vehicles, ambulances, communications and crash-recovery equipment) {AFI 91-202, 7.3.3.4.}
 - A1.8.1.4.20. Assigned and attached unit's flight facilities, briefings and meetings {AFI 91-202, 7.3.3.5.}
 - A1.8.1.4.21. Snow removal plans and operations {AFI 91-202, 7.3.3.6.}
 - A1.8.1.4.22. Aero club operations (if applicable) {AFI 91-202, 7.3.3.7.}
 - A1.8.1.4.23. Assigned unit maintenance distribution of safety publications and use of safety material in maintenance training/meetings/briefings? {AFI 92-202, 3.7.2.3./PACAF Sup 2.1.7.1.1.}
- A1.8.1.5. (#) Does the FSO help develop and review Emergency Response plans for: {AFI 91-202, 7.4.}
- A1.8.1.5.1. Disaster response required by AFI 32-4001 *Disaster Preparedness Planning and Operations* HAZMAT response required by AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance* {AFI 91-202, 7.4.1./2.}
 - A1.8.1.5.2. Response to aircraft in-flight emergencies {AFI 91-202, 7.4.3.}

A1.8.1.5.3. Response to severe weather warnings {AFI 91-202, 7.4.4.}. A1.8.1.5.4. Crash recovery plans {AFI 91-202, 7.4.5.}

A1.8.1.5.4. Crash recovery plans {AFI 91-202, 7.4.5.}

A1.8.1.5.5. Notifying and convening investigation boards {AFI 91-202, 7.4.6.}

A1.8.1.5.6. Procedures for missing aircraft {AFI 91-202, 7.4.7.}

A1.8.1.5.7. Procedures and training for extracting crew members from local and common transient aircraft {AFI 91-202, 7.4.8.}

A1.8.1.6. (#) Are the following flight-related facilities or operations monitored by the FSO or FSNCO? {AFI 91-202, 7.5.}

A1.8.1.6.1. Aircraft debriefing procedures? {AFI 91-202, 7.5.1.}

A1.8.1.6.2. Aircraft marshaling, fueling, and towing procedures? {AFI 91-202, 7.5.6.}

A1.8.1.6.3. Ground engine run procedures? {AFI 91-202, 7.5.7.}

A1.8.1.7. Is a Flight Safety NCO (FSNCO) employed by the wing (not as an additional duty)? {AFI 91-202, 2.1.7.; PACAF Sup, 2.1.7.}

A1.8.1.8. Does the FSNCO report directly to the FSO or COS? {AFI 91-202, 2.1.7.}

A1.8.1.9. Does the FSNCO have either maintenance experience in unit assigned type aircraft or experience as a career safety person? {AFI 91-202, 2.1.7.}

A1.8.1.10. Has the FSNCO completed the FSNCO or JEMIC course? {AFI 91-202, 2.1.7.}

A1.8.1.11. Does SEF attend the following meetings?

A1.8.1.11.1. AOB (ATC) Board meeting? {AFI 91-202, 7.12.}

A1.8.1.11.2. FOD Prevention Committee meeting? {AFI 91-202, 7.12.}

A1.8.1.11.3. Stan/Eval and Training Review Board meeting? {AFI 91-202, 7.12.}

A1.8.1.11.4. Aero club monthly meeting (if applicable)? {AFI 34-217, 4.9.}

A1.8.1.11.4.1. Is the wing FSO appointed by the commander as a safety advisor to the aero club? {AFI 91-202, 7.8.}

A1.8.1.12. Are reviews accomplished of aircraft parking plans to include deployments and exercises? {AFI 91-202/PACAF Sup, 1.6.11.15.1.3}

A1.8.1.13. Does flight/weapons/ground safety coordinate on all aircraft parking plans and waivers? {AFI 91-202/PACAF Sup, 1.6.11.15.1.3}

A1.8.1.14. Does the Safety Office maintain current parking plans? {AFI 91-202/PACAF Sup, 1.6.11.15.1.3}

A1.8.2. **EQUIPMENT**

A1.8.2.1. (#) For flying units--does the safety staff have use of a two-way radio-equipped vehicle? {AFI 91-202, 2.4.1.}

A1.8.2.2. Are investigation kits with contents as recommended in AFMAN 91-211 maintained? {AFI 91-202, 2.4.3.}

A1.8.3. SPOT INSPECTIONS

A1.8.3.1. Are spot inspections conducted at all flight work areas periodically? {AFI 91-202, 3.7.1.}

A1.8.3.2. Are spot inspections documented on a locally developed spot inspection log ? {AFI 91-202/PACAF Sup, 3.7.1.1}

A1.8.3.3. Do spot inspection reports meet the minimum documentation criteria {AFI 91-202, 3.7.1}

A1.8.3.4. Are open spot inspection discrepancies annotated and followed to completion? {AFI 91-202, 3.7.1.}

A1.8.3.5. (#) Are activities which operate around the clock adequately surveyed at times other than normal duty hours? {AFI 91-202/PACAF Sup, 3.7.1.1}

A1.8.3.6. (#) Are High Interest Areas designated in writing and spot inspected monthly? {AFI 91-202, 3.1.}

A1.8.4. OTHER INSPECTIONS

A1.8.4.1. Are all flight related work areas inspected at least once a year, except as otherwise directed? {AFI 91-202, 3.1.}

A1.8.4.2. Does the FSO conduct an annual assessment of all assigned flying units safety programs annually? {AFI 91-202, 7.2.1}

A1.8.4.3. Are units to be inspected given 30 days written notice prior to the annual inspection? {AFI 91-202/PACAF Sup, 3.1.4.1.}

A1.8.4.4. Are the checklists used approved by the COS and made available to supervisors of activities slated for inspection? {AFI 91-202, 3.1.4.3, 91-202/PACAF Sup, 3.1.4.3.}

A1.8.4.5. Are inspection discrepancies annotated and follow-up action completed? {AFI 91-202, 3.1.4.4.; PACAF Sup, 3.1.4.4.}

A1.8.4.6. Are suspense dates set for discrepancy completion? {AFI 91-202/PACAF Sup, 3.1.4.4.}

A1.8.4.7. Are inspections scheduled so they do not exceed 12 months from prior inspection date? {AFI 91-202/PACAF Sup, 3.1.4.1.}

A1.8.4.8. Are annual inspections reported in writing to the unit commander? {AFI 91-202, 3.1.4.4.}

A1.8.4.8.1. For tenant units--is a copy of the report sent to the parent safety office? {AFI 91-202, 3.1.4.4.}

A1.8.5. MISHAP INVESTIGATION AND REPORTING

A1.8.5.1. (#) Does the wing have a mishap response plan? {AFI 32-4001, A3.4.5.1.}

A1.8.5.1.1. (#) Does the plan address responsibilities, notification, and initial response investigation for individual functions? (i.e. OSC, CE, Fire Department, etc)? {AFMAN 32-4004}

A1.8.5.2. (#) Are potential mishap investigation board members identified and trained? {AFI 91-204, 4.4.1.1.; 91-202/PACAF Sup, 7.6.1.}

A1.8.5.2.1. (#) Are persons identified to serve as a board member trained within one month of appointment? {AFI 91-202/PACAF Sup, 7.6.1.}

A1.8.5.2.2. (#) Do the potential members receive refresher training at least once a year? {AFI 91-202/PACAF Sup, 7.6.1.}

A1.8.5.2.3. Is this list of potential board members maintained by Wing SE {AFI 91-204/PACAF Sup, 4.4.1.1}

A1.8.5.3. Are aircraft mishaps fully investigated and reported IAW AFI 91-204, Ch 4, 5, and 7?

A1.8.5.3.1. Are mishap investigations and analysis written so the reader clearly understands the relationship of how findings and causes were determined? {AFI 91-204, 5.7.1.1}

A1.8.5.3.2. Do causes/recommendations address the appropriate corrective action? {AFI 91-204, 5.9./5.10.}

A1.8.5.3.3. (#) Are Recommendations and Other Recommendations of Significance to Class C mishaps, HAPS, HATRs and Aeroclub mishaps being logged and tracked to completion? {AFI 91-204/PACAF Sup, 6.1.1.5.1}

A1.8.5.3.4. (#) Is the status of open Recommendations and Other Recommendations of Significance for on-duty Class C, HAP, HATR, and Aeroclub mishaps reported to HQ PACAF/SE NLT 31 March and 30 September and immediately upon closure. {AFI 91-204/PACAF Sup, 6.1.1.5.1.}

A1.8.5.4. Are the following reporting forms readily available?

A1.8.5.4.1. Hazard forms, AF Form 457? {AFI 91-202, 4.5.}

A1.8.5.4.2. HATR forms, AF Form 651 at base operations, flying squadrons, AF ATC facilities, etc? {AFI 91-202, A3.2.2.2.}

A1.8.5.5. Does the Investigating Officer initiate Cat II DRs for suspect items involved in Class C mishaps or HAPs? {AFI 91-204, 4.7.4.3}

A1.8.5.6. Is the mishap event number referenced in the DR report control number line? {AFI 91-204, 4.7.4.3}

A1.8.5.7. Does the FSO/FSNCO review all incoming and outgoing mishap related Product Quality Deficiency Reports (PQDR) and ensure a system is set up to identify and hold these PQDR exhibits? {AFI 91-202/PACAF Sup, 7.5.3.}

A1.8.6. MISHAP PREVENTION AND DATA ANALYSIS

A1.8.6.1. (#) Are incoming messages and mishap reports reviewed for pertinent or useful information? {AFI 91-202, 5.1}

A1.8.6.1.1. Is this information being disseminated in an effective and timely manner? {AFI 91-202, 5.1}

A1.8.6.1.2. If necessary, are messages/reports sanitized before dissemination? {AFI 91-202, 5.1.2.}

A1.8.6.2. Does SEF brief all required personnel annually on privileged information and proper handling? {AFI 91-202, 5.1.1.}

A1.8.6.3. (#) Is the wing conducting a quarterly flight safety meeting (send copy of meeting minutes to PACAF/SE)? {AFI 91-202/PACAF Sup, 5.4.6.1.}

A1.8.6.4. Is Blue 4 News being received and disseminated monthly? {AFI 91-202, 5.3.2.1.}

A1.8.6.5. Is the Flying Safety magazine being received and disseminated? {AFI 91-202, 5.3.2.6.}

A1.8.6.6. (#) Has SEF developed a mishap analysis program to evaluate statistics and identify trends? {AFI 91-202, 5.5.}

A1.8.7. BIRD/WILDLIFE AIRCRAFT STRIKE HAZARD PROGRAM (BASH)

A1.8.7.1. (#) Does the base have a written BASH plan, coordinated with other base agencies and state/federal conservation agencies? {AFI 91-202, 7.11.2.1}

A1.8.7.1.1. Does the BASH plan include all tenant flying units? {AFI 91-202, 7.11.2}

A1.8.7.1.2. Has a plan been developed that lists responsibilities and procedures for bird control? {AFI 91-202, 7.11.1.4.2}

A1.8.7.1.3. (#) Are procedures in place for declaring Bird Watch conditions and do they follow published guidance? {AFI 91-202, 7.11.1.4.4.}

A1.8.7.1.4. (#) Does the BASH plan designate and provide training for personnel for bird dispersal? {AFP 91-212, 2.2.6}

A1.8.7.1.5. Is the BASH plan reviewed annually? {AFI 91-202, 7.11.1.3.1}

A1.8.7.1.6. Does the BASH plan designate Phase I and II bird activity periods? {AFI 91-202, 7.11.1.4.8}

A1.8.7.1.7. Are the designated Phase I and II periods included in the appropriate DoD FLIP? {AFI 91-202, 7.11.1.4.8}

A1.8.7.2. Has a Bird Hazard Working Group (BHWG) been established with the wing CV as the chairman and does it meet at least semi-annually? {AFI 91-202, 7.11.1.4.3.}

A1.8.7.2.1. Are BHWG minutes being maintained? {AFI 91-202, 7.11.1.4.3.}

A1.8.7.2.2. Has the BHWG established airfield mowing zone boundaries {AFI 91-204, 7.11.2.3}

A1.8.7.3. Is documentation maintained on local bird problems, mission impact, and possible solutions? {AFI 91-202, 7.11.2.}

A1.8.7.4. Are all damaging and non-damaging bird strikes reported? {AFI 91-204, 7.4.7.1.}

A1.8.7.5. Are strikes that occur to non-USAF aircraft at the base reported by the host installation safety office if the strike information is available? {AFI 91-204, 7.4.7.1.1}

A1.8.7.6. Are feather remains, if available, sent to the Smithsonian Natural Museum of History for identification? {AFI 91-204, 7.4.7.1.3}

A1.8.7.7. Does the BASH program incorporate host nation support and regulations, if applicable, and ensure the spirit of AFI 91-202? {AFI 91-202, 7.11.2.2.}

A1.8.7.8. Is AFPAM 91-212 Attachment 2, Self Inspection Checklist, used to assess the health of the wing BASH program? {AFI 91-202/PACAF Sup 7.11.1.4.1.}

A1.8.7.9. Are wildlife depredation permits on hand (if applicable) and are they current and complied with? {AFI 91-202/PACAF Sup 7.11.1.4.1.}

A1.8.7.10. Has SEF developed a chart, map or computer generated illustration to be utilized at Base Ops to inform base/transient aircrews of bird/wildlife hazards? {AFI 13-213, 3.3.4}

A1.8.8. **MID-AIR COLLISION AVOIDANCE PROGRAM (MACA)**

A1.8.8.1. (#) Does SEF aid the OG/CC and AOF/CC to ensure a MACA program is established? {AFI 91-202/PACAF Sup, 7.10.}

A1.8.8.2. Does the FSO work closely with the MAJCOM OPR, CATCO, AOF/CC, etc., to establish a comprehensive MACA program? {AFI 91-202, 7.10}

A1.8.8.2.1. Is the FAA accident prevention specialist (FSDO) included in wing flight safety meetings at least semi-annually (if applicable)? {AFI 91-202/PACAF Sup, 7.10.11.2.}

A1.8.8.3. (#) Does the wing produce a MACA pamphlet? {AFI 91-202, 7.10.9.}

A1.8.8.3.1. (#) Is the MACA pamphlet current and reviewed annually? {AFI 91-202/PACAF Sup, 7.10.11.1.}

A1.8.8.3.2. Does pamphlet provide air traffic routes and information for both on and off base? {AFI 91-202/PACAF Sup, 7.10.11.1.}

A1.8.8.3.3. Does pamphlet promote increased use of radar services by civil aircraft near the base? {AFI 91-202/PACAF Sup, 7.10.11.1.}

A1.8.8.3.4. (#) Are pamphlets distributed to local airfields, FBOs, and at airshows, etc. (if applicable)? {AFI 91-202, 7.10.4, 91-202/PACAF Sup, 7.10.11.1.}

A1.8.8.3.5. Does pamphlet include depictions of Military Operating Areas and Military Training Routes? {AFI 91-202/PACAF Sup, 7.10.11.1.}

A1.8.8.3.6. Does pamphlet include information on military aircraft and specific speeds/altitudes? {AFI 91-202/PACAF Sup, 7.10.11.1.}

A1.8.8.4. Does base ops flight-planning room contain information and a map of the local traffic pattern? {AFI 91-202, 7.10.4.}

A1.8.8.5. Do NOTAMs include information concerning MTR activity? {AFI 91-202/PACAF Sup, 7.10.11.4.}

A1.8.9. **HAZARDOUS AIR TRAFFIC REPORT PROGRAM (HATR)**

A1.8.9.1. Does the FSO investigate HATRs? {AFI 91-202, 7.7.}

A1.8.9.2. For investigations not completed in 10 working days, are supplemental messages sent every 90 days? {AFI 91-202, A3.5.1.4}

A1.8.9.3. Are HATR investigations tracked to completion? {AFI 91-202, A3.5.1.4.}

A1.8.10. **AIRFIELD INSPECTIONS/WAIVERS**

A1.8.10.1. (#) Is a list of permanent and temporary airfield waivers maintained? {AFI 91-202, 1.6.11.15.1.3.(Added)(PACAF Sup 1.6.11.15.1.3)}

A1.8.10.2. (#) Are airfield and airspace waivers reviewed annually together with Airfield Management, CE and ATC? {AFI 13-213, A3.3.3}

A1.8.10.3. Is the AIRFIELD CERTIFICATION SAFETY INSPECTION CHECKLIST (AFI 13-213, Table A4.1) utilized to document violations and unsatisfactory conditions found during the annual inspection? {AFI 13-213, A3.3.3}

A1.8.10.4. (#) Does SEF coordinate with Airfield Management, CE, TERPS and tenant flying units to determine the impact of proposed airfield construction/repair projects on airfield operations? {AFI 13-213, 2.1.2.26.3}

A1.8.10.5. (#) Are joint inspections (CE, SE, TERPS and Airfield Management) conducted of affected areas before and after completion of any major runway/taxiway/apron construction, etc? {AFI 13-213, 2.7.3.1}

A1.9. SQUADRON FLIGHT SAFETY OFFICES

A1.9.1. SQUADRON PERSONNEL

A1.9.1.1. (#) Has each flying squadron appointed a squadron assigned FSO (SAFSO)? {AFI 91-202/PACAF Sup, 2.1.2.2}

A1.9.1.1.1. Is the primary duty of the SAFSO to manage the squadron's internal flight safety program as directed by the Sqd/CC? {AFI 91-202/PACAF Sup, 2.1.2.2}

A1.9.1.2. Has each flying squadron appointed in writing an additional duty Flight Safety Officer to function in the absence of the squadron assigned FSO? {AFI 91-202/PACAF Sup, 2.1.2.2}

A1.9.1.3. Is the squadron FSO qualified in unit aircraft at the MR level? {AFI 91-202/PACAF Sup, 2.1.2.3.}

A1.9.1.4. Is the FSO exempt from full time additional duties not directly related to flying? {AFI 91-202/PACAF Sup, 2.1.2.4.}

A1.9.1.5. Have units possessing aircraft with enlisted crew positions considered also appointing an enlisted crewmember as additional duty flight safety NCO to assist in the flight safety program? {AFI 91-202/PACAF Sup, 7.13}

A1.9.1.6. Does the SAFSO or ADFSO upon appointment, contact the wing Office of Safety for required training? {AFI 91-202/PACAF Sup, 7.13.1}

A1.9.1.7. (#) Does the SAFSO or ADFSO disseminate flight safety information to unit crewmembers? {AFI 91-202/PACAF Sup, 7.13.1}

A1.9.1.8. Does the SAFSO or ADFSO forward all flying safety matters of significance, which cannot be corrected at unit level through the unit commander to the chief of safety? {AFI 91-202/PACAF Sup, 7.13.1}

A1.9.2. ADMINISTRATIVE

A1.9.2.1. Are ALSAFECOM and ALMAJCOM messages logged, filed, distributed and briefed? {AFI 91-202, 5.2.3.}

A1.9.2.2. Is the monthly Blue Four News treated and controlled as a privileged report? {AFI 91-202, 5.3.2.1}

A1.9.3. INSPECTIONS.

A1.9.3.1. (#) Are High Interest Areas designated in writing and spot inspected monthly? {AFI 91-202, 3.1.}

A1.9.3.2. Are all flight related work areas inspected at least once a year, except as otherwise directed? {AFI 91-202, 3.1.}

A1.9.3.3. Are the checklists used approved by wing SEF? {AFI 91-202, 3.1.4.3; PACAF Sup, 3.1.4.3.}

A1.9.3.4. Are suspense dates set for discrepancy completion? {AFI 91-202/PACAF Sup, 3.1.4.4.}

A1.9.3.5. Are inspection discrepancies annotated and follow-up action completed? {AFI 91-202, 3.1.4.4.; PACAF Sup, 3.1.4.4.}

A1.9.3.6. Are inspections scheduled so they do not exceed 12 months from prior inspection date? {AFI 91-202/PACAF Sup, 3.1.4.1.}

A1.9.3.7. Are annual inspections reported in writing to the unit commander? {AFI 91-202, 3.1.4.4.}

A1.9.3.8. (#) Are spot inspections conducted at all flight work areas periodically? {AFI 91-202, 3.7.1.}

A1.9.3.9. (#) Are open spot inspection discrepancies annotated and followed to completion? {AFI 91-202, 3.7.1.}

A1.9.4. MISHAP PREVENTION/INVESTIGATION/REPORTING

A1.9.4.1. (#) Are incoming messages and mishap reports reviewed for pertinent or useful information? {AFI 91-202, 5.1.}

A1.9.4.1.1. Is this information being disseminated in an effective and timely manner? {AFI 91-202, 5.1.}

A1.9.4.1.2. If necessary, are messages/reports sanitized before dissemination? {AFI 91-202, 5.1.2.}

A1.9.5. MANAGEMENT

A1.9.5.1. Does squadron FSO assist wing SEF in the overall management of the flight safety program? {AFI 91-202/PACAF Sup, 2.1.2.2.}

A1.9.5.2. (#) Does FSO brief all required personnel annually on privileged information and proper handling? {AFI 91-202/5.1.1.}

A1.9.5.3. (#) Does squadron Flight safety conduct monthly meetings are forward the minutes to Wing/SE {AFI 91-202/PACAF Sup, 5.4.6.1.}

A1.9.5.3.1. (#) Are required personnel attending or have access to squadron safety meeting minutes? {AFI 91-202/PACAF Sup, 5.4.6.1.}

A1.9.5.4. Does the ADFSO or SAFSO assist in conducting wing safety inspections as requested and conduct unit self-inspections? {AFI 91-202/PACAF Sup, 7.13.1.5}

A1.9.5.5. Does the ADFSO or SAFSO ensure a current file of applicable safety directives, to include AFI 91-202, AFI 91-204, etc., is maintained by the unit? {AFI 91-202/PACAF Sup, 7.13.1.6}

A1.9.5.6. Does the ADFSO or SAFSO maintain Volume V of the squadron FCIF IAW AFI 11-202 Vol. 2 (PACAF Sup 1)? {AFI 91-202/PACAF Sup, 7.13.1.7}

A1.9.5.7. (#) Has the ADFSO or SAFSO implemented procedures to ensure all aircrew review Volume V? {AFI 91-202/PACAF Sup, 7.13.1.7}

A1.9.5.8. Does the SAFSO or ADFSO maintain the unit safety bulletin board? {AFI 91-202/PACAF Sup, 7.1.3.1.7}

A1.10. WING WEAPONS SAFETY PROGRAM

A1.10.1. **MANAGEMENT** (Are systems and procedures established that ensure):

A1.10.1.1. (#) Has each unit that handles, maintains, stores, installs, or removes missiles or explosives, appointed an additional duty weapons safety officer/NCO? (AFI 91-202/PACAF Sup 1, 10.1.1.1)

A1.10.1.2. (#) Does qualified wing weapons safety personnel train unit additional duty weapons safety personnel using the training outline in AFI 91-202, PACAF Sup1, Attachment 3? (AFI 91-202, 6.2)

A1.10.1.3. (#) Do unit additional duty weapons safety personnel begin training within 30 days after appointment? (AFI 91-202, 6.2)

A1.10.1.4. Does the WSM:

A1.10.1.4.1. Initially coordinate on all local written procedures affecting weapons operations and perform annual review thereafter? (AFI 91-202, 10.4.6)

A1.10.1.4.2. Remain aware of planning and activities on the base that affect weapons safety? (AFI 91-202, 10.4.8)

A1.10.1.4.3. Conduct documented initial and annual reviews on munitions-related operating instructions, explosive test plans, deployment plans, OPLANs, OPORDs, and local directives involving the storage, handling, and inspection of missiles or explosives? (AFI 91-202, 10.4.8)

A1.10.1.4.4. (#) Advise new commanders of waivers, exemptions, deviations, and compensatory measures, as well as associated risk for each violation, within 60 days of the new commander's arrival? (AFI 91-202, 10.4.9 and PACAF Sup 1, 10.4.9)

A1.10.1.4.5. Annually review an explosives location map, developed jointly by operations, safety, logistics, and maintained by civil engineering? (AFI 91-202, 10.4.11)

A1.10.1.4.6. (#) Ensure the base explosive location map includes explosive safety "clear zones" required on C-1, D-8, E-9, and M-3 (as applicable) around each location based on quantity-distance criteria? (AFI 91-202, 10.4.11.2 and AFMAN 91-201, 4.15.1)

A1.10.1.4.7. (#) Attend the facilities utilization board and facility design review meetings for proposed facilities within the explosive clear zone(s)? (AFI 91-202, PACAF Sup 1, 10.5.1)

A1.10.1.5. Does the weapons safety staff evaluate and monitor unit weapons safety, approve lesson plans, and review them annually? (AFI 91-202, 10.10.2)

A1.10.1.6. Is the weapons safety training tailored to specific duties and weapons systems? (AFI 91-202, 10.10.2)

A1.10.1.7. Are mishaps reported in a timely manner? (AFI 91-202, 1.6.11.12 and AFI 91-204, Table 8.1 and 10.1)

A1.10.1.8. Does the weapons safety staff provide mishap prevention data and safety education material to subordinate and tenant units? (AFI 91-202, 1.6.11.4)

A1.10.2. INSPECTIONS (Are systems and procedures established that ensure):

A1.10.2.1. (#) Does the weapons safety staff conduct inspections and evaluations on all units that store, handle and transport missiles or explosives? (AFI 91-202, 3.1)

A1.10.2.2. Does the Chief of Safety ensure checklists are used to provide thorough coverage of each functional area? (AFI 91-202, PACAF Sup 1, 3.1.4.3)

A1.10.2.3. Are open items on inspection reports followed-up on until corrected or closed? (AFI 91-202, PACAF Sup 1, 3.1.4.4)

A1.10.2.4. Are high interest areas designated in writing and "spot" inspected monthly? (AFI 91-202, 3.1)

A1.10.3. GENERAL GUIDANCE

A1.10.3.1. Do locally written instructions contain the following information:

A1.10.3.1.1. (#) Explosives limits, including the HC/D and compatibility group of the explosives involved? (AFMAN 91-201, 2.4.1)

A1.10.3.1.2. Personnel limits, including workers and others? (AFMAN 91-201, 2.4.2)

A1.10.3.1.3. (#) Exact locations where the operations will be done? (AFMAN 91-201, 2.4.3)

A1.10.3.1.4. Safety requirements, to include special requirements for personal protective clothing and equipment? (AFMAN 91-201, 2.4.4)

A1.10.3.1.5. Requirement to remove rings, watches, and jewelry in accordance with AFOSH Standards 91-66 and 91-100? (AFMAN 91-201, PACAF Sup 1, 2.4.4)

A1.10.3.2. Is smoking allowed only in designated locations? (AFMAN 91-201, 2.11)

A1.10.3.3. Is a "no smoking" sign posted at each entrance to an explosives storage area? (AFMAN 91-201, 2.11)

A1.10.3.4. Have empty munitions containers that are not being retained for reuse, been stenciled EMPTY and sealed? (T.O. 11A-1-60, 7-10 and 7-11)

A1.10.4. FIRE PROTECTION

A1.10.4.1. (#) Has each unit and installation fire protection agency, with explosives storage and operations capability, developed pre-fire plans in accordance with AFI 32-2001? (AFMAN 91-201, 2.18.1)

A1.10.4.2. (#) Does the installation fire alarm central communications center (FACC) have an area map or computer generated display showing all explosives areas or locations and their fire and hazard symbols, including licensed locations? (AFMAN 91-201, 2.18.2)

A1.10.4.3. (#) Are two fire extinguishers available when handling equipment is used to transport explosives? (AFMAN 91-201, 2.22.2)

A1.10.4.4. (#) Are fire and/or chemical hazard symbols that apply to the most hazardous material present at non-nuclear explosives locations? (AFMAN 91-201, 2.25.7)

A1.10.5. LICENSED EXPLOSIVE LOCATIONS

A1.10.5.1. Is the AF Form 2047, Explosive Facility License, issued for explosives storage only? (AFMAN 91-201, 2.35)

A1.10.5.2. (#) Is licensing limited to the storage of mission essential quantities of explosives for daily operations? (AFMAN 91-201, 2.35)

A1.10.6. TRANSPORTATION

A1.10.6.1. (#) Have primary and alternate explosive movement routes been identified that cover all phases of movement? (AFMAN 91-201, 2.68)

A1.10.7. APPLYING QUANTITY-DISTANCE (Q-D) CRITERIA

A1.10.7.1. (#) Do HAS doors remain closed when explosives are present, except for aircraft towing, fueling, servicing, run-up, taxi, etc.? (AFMAN 91-201, Table 3.3, Note 12)

A1.10.7.2. (#) Are aircraft armed with Forward Firing Ordnance (FFO) pointed in the least hazardous direction? (AFMAN 91-201, 3.25.1)

A1.10.7.3. Are compensatory measures used to mitigate or eliminate explosive violations, identified in locally approved written guidance? (AFMAN 91-201, PACAF Sup A4.5.2)

A1.11. WING GROUND SAFETY PROGRAM

A1.11.1. OFFICE ADMINISTRATION {AFMAN 37 SERIES}

A1.11.1.1. Are mishap, Safety Inspection, and Hazard Reports properly managed IAW AFMAN 37-123, Management of Records; AFI 37-138, Records Disposition Responsibilities and Procedures; and AFMAN 37-139, Records Disposition Schedule? {AFI 91-202, 2.5.}

A1.11.1.2. Does the safety office review all locally developed publications, which may relate to AFOSH and OSHA standards? {AFI 91-301, 2.9.10}

A1.11.2. SAFETY STAFF EDUCATION, TRAINING, & AWARENESS

A1.11.2.1. Has the GSM completed the Ground Safety Management Course? {AFI 91-202, 2.1.3.}

A1.11.2.2. (#) Are full-time safety personnel qualified, trained, and able to manage their commander's mishap prevention program? {AFI 91-202, 2.1.}

A1.11.2.3. (#) Is an effective OJT program established and maintained? {AFI 36-2201, 4.9.1.}

A1.11.3. UNIT SAFETY REPRESENTATIVE TRAINING

A1.11.3.1. (#) Is a unit safety representative (USR) training program established? {AFI 91-202, 6.2.}

A1.11.3.2. Are training outlines developed and used? {AFI 91-202, PACAF Sup 1, A2}

A1.11.3.2.1. Is training accomplished and documented within 30 days of appointment? {AFI 91-202, 6.2.}

A1.11.4. **DISSEMINATION OF SAFETY INFORMATION**

A1.11.4.1. Is mishap prevention information disseminated? {AFI 91-202, 5.4.}

A1.11.5. **HAZARD REPORTING PROGRAM**

A1.11.5.1. (#) Is a Hazard Reporting program established? {AFI 91-202, 1.6.11.6.}

A1.11.6. **INSPECTIONS**

A1.11.6.1. (#) Are all Air Force facilities and work areas inspected at least once a year? {AFI 91-202, 3.1.}

A1.11.6.2. Are inspection schedules published and distributed to unit commanders? {AFI 91-202, 3.1.4.1.}

A1.11.6.3. Are inspection checklists developed and disseminated? {AFI 91-202, 3.1.4.3.}

A1.11.6.4. Are workers given the opportunity to talk to the inspectors? {AFI 91-202, 3.1.4.2.}

A1.11.6.5. Are union representatives consulted during the inspection? {AFI 91-202, 3.1.4.2.}

A1.11.6.6. Are other than normal duty hour spot inspections properly conducted? {AFI 91-202, 3.1.2.}

A1.11.6.7. Are spot inspections covering all areas of the installation accomplished? {AFI 91-202, 3.1.2.}

A1.11.6.8. Are tenant units, not having an authorized safety position, inspected? {AFI 91-202, 3.1.3 and 3.1.3.1.}

A1.11.6.9. (#) Does the annual safety assessment/inspection report address all required items: command and functional manager support, compliance with program directives, effectiveness of mishap prevention programs, including an analysis of unit mishap reports and other management indicators and contain all required information? {AFI 91-202, 3.3.3. & 3.1.4.4.}

A1.11.6.9.1. The unit, activity, or work area inspected? {AFI 91-202, 3.1.4.4.1.}

A1.11.6.9.2. The date of the inspection? {AFI 91-202, 3.1.4.4.2.}

A1.11.6.9.3. A description of any hazards or unsafe work practices, noted with reference. {AFI 91-202, 3.1.4.4.3.}

A1.11.6.9.4. Causes of deficiencies and hazards noted. {AFI 91-202, 3.1.4.4.4.}

A1.11.6.9.5. Recommendations for corrective action. {AFI 91-202, 3.1.4.4.5.}

A1.11.6.9.6. Risk assessment codes (RAC) for identified hazards, where applicable. {AFI 91-202, 3.1.4.4.6.}

A1.11.6.9.7. Management and supervisory support compliance. {AFI 91-202, 3.1.4.4.7.}

A1.11.6.9.8. Is follow-up accomplished on all open inspection items? {AFI 91-202, 3.1.4.5.}

A1.11.6.9.9. Have high-interest areas been identified; if so, are they inspected monthly? {AFI 91-301, 2.5.5.7.}

A1.11.7. MISHAP INVESTIGATION AND REPORTING

A1.11.7.1. Are hospital treatment records reviewed to ensure proper mishap investigation and reporting? {AFI 91-202, 1.6.11.8.}

A1.11.7.1.1. Are A&D sheets maintained for one year? {AFMAN 37-139, Table 41-10 R5.}

A1.11.7.1.2. Have procedures been developed with the medical facility so that monthly AF Forms 739 with the previous month's occupational illnesses are reported? {AFI 91-204, 11.19.3.5.}

A1.11.7.2. Are CPO and HRO sending copies of all reports of injury, and is the safety office keeping a monthly log? {AFI 91-204, 11.19.3.2.}

A1.11.7.3. Are monthly summary of mishaps up-channeled NLT than the 10th day following each month? {AFI 91-204, PACAF Sup1 11.19.}

A1.11.7.4. (#) Is the safety staff monitoring open recommendations until adequate closing actions have been completed for each mishap report? {AFI 91-204, PACAF Sup1 6.3.2.1.1.}

A1.11.7.4.1. Does the GSM forward status of open recommendations for all mishap reports through NAF to PACAF/SEG NLT 31 Mar and 30 Sep or upon closure? {AFI 91-204, PACAF Sup1 6.1.1.5.1. & 6.3.2.1.1.}

A1.11.7.5. Are all on-duty civilian and military illnesses and injuries (including Class D and first aid injuries) maintained on a log or AF Form 739? NOTE: Each injury case reported to the Office of Worker's Compensation must be recorded on the log or AF Form 739. {AFI 91-204, 11.19.3.1.}

A1.11.7.6. Was a log/summary of occupational illnesses and injuries posted NLT 15 Nov and remain posted for 30 consecutive days? {AFI 91-204, 11.19.3.8.}

A1.11.8. COUNCIL AND COMMITTEES

A1.11.8.1. (#) Is an Occupational Safety and Health (AFOSH) council established and meeting quarterly? {AFI 91-301, 14.1.}

A1.11.8.2. Does it include all required members? {AFI 91-301, 14.1.2.}

A1.11.8.3. Is an agenda published and sent in advance? {AFI 91-301, 14.1.3.}

A1.11.8.4. Does the AFOSH council minutes include all required information? {AFI 91-301, 14.1.4.}

A1.11.8.5. Are council minutes published and distributed to council members? {AFI 91-202 PACAF Sup 1, 2.7.1.2.}

A1.11.9. TREND ANALYSIS

A1.11.9.1. Has the safety staff developed a mishap (trend) analysis programs? {AFI 91-202, 5.5.}

A1.11.9.2. (#) Are trend analyses prepared semiannually and does it include only meaningful statistical data? {AFI 91-202, PACAF Sup 1, 1.6.11.15.1.1.}

A1.11.10. AF OCCUPATIONAL SAFETY & HEALTH PROGRAM

A1.11.10.1. (#) Does GSM maintain the installation master hazard abatement plan? {AFI 91-301, 2.9.14.}

A1.11.10.2. Are procedures established to ensure all RACs 1, 2, and 3, not abated in 30 days, are entered in the base hazard abatement plan? {AFI 91-301 18.5.1. and 18.5.2}

A1.11.10.3. Are functional managers documenting their review of the AF Forms 3 semiannually? {AFI 91-301, 18.5.4.}

A1.11.10.4. Are procedures established for safety, environmental health, and fire protection to be notified when hazards are corrected/abated? {AFI 91-301, 18.5.7.}

A1.11.10.5. Is AF Form 1118 accomplished and provided to the unit within a timely manner? {AFI 91-301, 18.3.}

A1.11.10.6. Is a variance requested when it is impractical or impossible to comply with AFOSH/ OSHA guidance because of operational needs, mission impact, or technical reasons? {AFI 91-301, 6.}

A1.11.10.6.1. Are variance requests properly processed through command channels? {AFI 91-301, 6.6.}

A1.11.10.6.2. Are copies of all approved variances kept for as long as the variance is in effect and one year thereafter? {AFI 91-301, 6.6.5.}

A1.11.10.6.3. Is there a file of approved variances? {AFI 91-301, 6.6.5.}

A1.11.10.6.4. Are functional managers informing all affected employees of the approved variance and of any special procedures that apply? {AFI 91-301, 6.6.5.}

A1.11.10.7. (#) Are supervisors providing specialized safety, fire protection, and health on-the-job training to all Air Force personnel? {AFI 91-301, 7.3.}

A1.11.10.7.1. Is the training being documented, as applicable, on AF Form 55, or computer generated versions? {AFI 91-301, 7.3.2.}

A1.11.10.7.2. If a computerized system is used for documentation, does it contain the same information as the AF Form 55? {AFI 91-301, 7.3.2.}

A1.11.11. TRAFFIC SAFETY EDUCATION & TRAINING PROGRAM

A1.11.11.1. Do the commander and the COS ensure classroom facilities are provided for the traffic safety education (TSE) program? {AFI 91-207, A2.2.}

A1.11.11.2. Do the CC, COS or GSM introduce Course II, Local Conditions/Personal Risk Management? {AFI 91-207, A2.2.}

A1.11.11.3. Are eligible personnel (Military and DAF/NAF) identified during in-processing and scheduled within 30 days as part of the newcomers orientation program to complete Course II? {AFI 91-207, A2.2.2.1.}

A1.11.11.3.1. Are personnel in Korea and Japan, given local driving conditions brief before operating a vehicle regardless of duration of stay? {AFI 91-207, PACAF Sup A2.2.2.3.}

A1.11.11.3.2. Are TDY personnel, who are scheduled to be on base for 30 calendar days or more, scheduled to attend Course II? {AFI 91-207, A2.2.2.1.}

A1.11.11.4. Has the GSM ensured an occupant-restraint device program is implemented for 4-wheeled POVs? {AFI 91-207, 1.3.3.1.}

A1.11.11.4.1. Are periodic occupant restraint (safety belts) surveys accomplished? {AFI 91-207, PACAF Sup 5.4.}

A1.11.11.4.2. If seatbelt usage falls below 90%, are monthly seatbelt checks accomplished along with increased publicity? {AFI 91-207, PACAF Sup 5.4.}

A1.11.11.5. Does the Wing's mishap prevention program incorporate traffic safety? {AFI 91-207, A2.1.}

A1.11.11.5.1. Are operators and passengers of motorcycles, mopeds, and motor-assisted bicycles instructed to wear proper protective equipment? {AFI 91-207, 13.}

A1.11.11.5.1.1. Are security force personnel denying access to base if operators of motorcycles are not wearing proper protective equipment? {AFI 91-207, 14.2.}

A1.11.11.5.2. Are personnel operating all terrain vehicles (ATVs) following safety precautions and wearing proper protective equipment? {AFI 91-207, A2.3.3.}

A1.11.11.5.3. (#) Are government-owned ATV operators receiving training prior to initial operation? {AFI 91-207, A2.3.2.}

A1.11.11.5.4. Are pedestrian and bicycle safety part of the traffic safety program? {AFI 91-207, A2.10.}

A1.11.11.5.5. Are pedestrian and motor vehicle traffic separated? (Providing adequate sidewalks, jogging routes, pedestrian crossings, and bicycle paths) {AFI 91-207, 11}

A1.11.11.5.6. Are all personnel (including dependents, contractors, retirees, etc.) who ride bicycles on an installation wearing an approved (i.e. American National Standards Institute (ANSI) or Snell Memorial Foundation) bicycle helmet? {AFI 91-207, 20}

A1.11.11.5.7. (#) Are all military operators of motorcycles, mopeds, or motor scooters completing appropriate hands-on motorcycle training courses before operating their motorcycle on base? {AFI 91-207, A2.3.1.1.}

A1.11.11.5.7.1. Are all personnel (including dependents, and retirees) who roller-skate, in-line skate, skateboard, or use lightweight motorized (Go-Peds) or foot-propelled scooters (Razor or equivalent) on PACAF installations wearing an approved Consumer Product Safety Commission (CPSC), American National Standard Institute(ANSI), Snell Memorial Foundation, or host-nation certified helmet? {AFI 91-207, PACAF Sup, 20}

A1.11.11.5.7.2. Is motorcycle safety training properly accomplished? {AFI 91-207, A2.3.1.}

A1.11.11.5.8. Are all courses, except Course II, presented as originally produced unless HQ AFSC/SEGT approval has been obtained? {AFI 91-207, A2.3.1.5.}

A1.11.11.5.9. Is the MILMOD system used to document completion of TSE courses? {AFI 91-207, 2.2.3.}

A1.11.11.5.10. Are certified Motorcycle Safety Foundation (MSF) instructors providing hands-on motorcycle training and evaluation in the MRC:RSS and ERC? {AFI 91-207, 1.3.3.}

A1.11.11.5.11. Is the safety office issuing MSF course completion cards? {AFI 91-207, A2.4.1.}

A1.11.11.5.12. Are prospective motorcycle riders completing state-licensing requirements prior to registering their vehicle on base? {AFI 31-204, 3.2}

A1.11.11.5.13. Are motorcycles and motorcyclists surveyed for proper registration and training? {AFI 91-207, PACAF Sup 1, A2.3.1.11.3.}

A1.11.12. **CONFINED SPACE PROGRAM**

A1.11.12.1. Is SEG OPR for management of the confined space program? {AFOSH Std 91-25, 2.7.1.}

A1.11.12.2. Is the CSPT established? {AFOSH Std 91-25, 2.10.}

A1.11.12.3. Has the functional manager, in coordination with the CSPT, identified each confined space in the organization? Has each space been initially evaluated and classified by the CSPT? {AFOSH Std 91-25, 2.10.1.}

A1.11.12.4. Has all confined space training for entry supervisors, entrants, attendants, testers and (or) monitors, and rescue team members been certified, documented, and kept up-to-date? {AFOSH Std 91-25, 5.7.}

A1.11.12.5. Is there an annual review of the confined space program? {AFOSH Std 91-25, 2.10.7.}

A1.11.12.6. Have all master entry plans been reviewed at least annually, to ensure conditions have not changed? {AFOSH Std 91-25, 6.4.10.}

A1.11.12.7. Does SEG maintain records of all non-permit and permit required confined spaces whether located on or off the installation? {AFOSH Std 91-25, 2.7.5}

A1.11.13. **HAZARDOUS MATERIAL MANAGEMENT PROGRAM**

A1.11.13.1. Does SEG participate in the Hazardous Materials Management Process (HMMP) team? {AFI 32-7086, 1.8.6.1.}

A1.11.13.2. Does the SEG office use the Defense Environmental Security Corporate Information Management (DESCIM-approved)(Now EMIS) HAZMAT tracking system for hazardous materials tracking and authorization purposes? {AFI 32-7086, 2.6.7.2.}

A1.11.13.3. Have SEG personnel received training on the DESCIM-approved HAZMAT tracking system? {AFI 32-7086, 2.6.7.3.}

A1.11.13.4. Does SEG advise HAZMART facilities on compliance with all applicable OSHA, AFOSH, and local standards? {AFI 32-7086, 2.6.7.5.}

A1.11.13.5. Does SEG evaluate AF Forms 3952 for occupational safety risk and control options and authorizes requested HAZMAT use as appropriate? {AFI 32-7086, 2.6.7.6.}

A1.11.13.6. Does SEG maintain and update SEG-related HAZMAT data fields on the fields on the DESCIM-approved HAZMAT tracking system? {AFI 32-7086, 2.6.7.7.}

A1.12. SQUADRON GROUND SAFETY PROGRAMS**A1.12.1. SQUADRON COMMANDER'S (CC) RESPONSIBILITIES {AFI 91-202}**

A1.12.1.1. Does the CC provide safe and healthful workplaces and conduct periodic self-inspections for hazards or deficiencies? {AFI 91-301, 2.14.4.}

A1.12.1.2. (#) Does the CC select, by letter, an officer, NCO, or civilian knowledgeable in the mission and activities of the unit to be the unit safety representative? {AFI 91-202, PACAF Sup1, A4.2.2..}

A1.12.1.2.1. Do units with foreign national employees appoint a foreign national safety representative? {AFI 91-202, PACAF Sup1, A4.2.2.}

A1.12.1.2.2. Do individuals appointed have a minimum of 9 months' retainability? {AFI 91-202, PACAF Sup1, A4.2.2.}

A1.12.1.3. Does CC support safety councils and committees? {AFI 91-301, 14.1.}

A1.12.1.4. Does CC ensure timely mishaps investigation and reporting? {AFI 91-301, 2.14.6.}

A1.12.1.5. Are written mishap reporting procedures established? {AFI 91-202, PACAF Sup 1, A4.3.9.}

A1.12.1.6. Does CC support the higher HQs safety award programs? {AFI 36-2833, 2.2.}

A1.12.1.7. Does CC ensure job safety training is provided and documented on nonsupervisory personnel? {AFI 91-301, 2.14.8.}

A1.12.1.8. Does CC ensure personnel requiring safety training are scheduled and attend? {AFI 91-202, PACAF Sup1, A4.2.5.}

A1.12.1.9. Does the CC review the ground safety program monthly with the USR? {AFI 91-202, PACAF Sup1, A4.2.3.}

A1.12.1.10. Has unit commander appointed a person to monitor the unit's motorcycle safety program? {AFI 91-207, PACAF Sup 1, 1.3.2.1.2}

A1.12.1.11. Are unit motorcyclists surveyed for proper registration and training? {AFI 91-207, PACAF Sup 1, 1.3.2.1.3.}

A1.12.1.12. Is AFVA 91-307 posted in conspicuous places? {AFI 91-301 2.14.13.}

A1.12.1.13. Is a review of all non-permit confined spaces within their area of responsibility conducted at least annually to ascertain that no changes have occurred which would affect the original classification? {AFOSH Std 91-25, 2.12.7.}

A1.12.1.14. Does the unit coordinate all locally developed publications that reference AFOSH and OSHA standards with the safety office? {AFI 91-301, 2.9.10}

A1.12.2. UNIT SAFETY REPRESENTATIVE

A1.12.2.1. Does USR brief the commander monthly on the status of the ground safety program and is documentation accomplished? {AFI 91-202, PACAF Sup 1, A4.3.4.}

A1.12.2.2. Is the USR familiar with the unit's Occupational Health Program and current on the status of the unit's occupational physical exam compliance figures? {AFI 91-202, PACAF Sup 1, A4.3.2.}

A1.12.2.3. Does USR assist Base Safety and Public Health with the collection, analysis, and posting of occupational injuries and illnesses? {AFI 91-202, PACAF Sup 1, A4.3.3.}

A1.12.2.4. Does the USR assist supervisors in developing safety training outlines, analysis, briefings, educational talks, etc? {AFI 91-202, PACAF Sup 1, A4.3.7.}

A1.12.2.5. (#) Does USR conduct required safety inspections and track findings until closed? {AFI 91-202, PACAF Sup 1, A4.3.5.}

A1.12.2.6. Does USR conduct an aggressive hazard-reporting program and are AF Form 457, USAF Hazard Report, and instructions readily available to all personnel? {AFI 91-202, PACAF Sup 1, A4.3.6.}

A1.12.2.7. Does USR properly maintain a ground safety management and continuity book? {AFI 91-202, PACAF Sup 1, A4.3.8.}

A1.12.3. SUPERVISOR SAFETY RESPONSIBILITIES

A1.12.3.1. Do supervisors keep their people informed, trained, and motivated to avoid hazards? {AFI 91-202, 1.6.14.4.}

A1.12.3.2. Do supervisors conduct safety briefings? {AFI 91-202, 5.4.2.}

A1.12.3.3. Do supervisors know the safety and occupational health standards that apply to their areas and ensure their availability? {AFI 91-202, 1.6.14.1.}

A1.12.3.4. Do supervisors analyze job environment and tasks for hazards through Job Safety Analyses Operational Hazard Analyses, and Operational Risk Management Techniques ? {AFI 91-202, 1.6.14.2.}

A1.12.3.5. (#) Do supervisors develop job safety training outlines for their assigned work areas? {AFI 91-301, 7.3.}

A1.12.3.6. (#) Do supervisors conduct and document Job Safety and Occupational Health Training? {AFI 91-301, 7.3. & AFI 91-301, 7.3.2}

A1.12.3.7. Are supervisors briefing their personnel on motorcycle licensing, training, and registration policies? {AFI 91-207, PACAF Sup 1, 1.3.2.1.2.}

A1.12.4. UNIT PPE PROGRAM

A1.12.4.1. (#) Does the supervisor determine whether hazards are present, or are likely to be present, at the workplace that necessitates the use of PPE? {AFOSH Std 91-501, 14.2.2.}

A1.12.4.2. (#) Does the supervisor provide, use and maintain PPE in a sanitary and reliable condition? {AFOSH Std 91-501, 14.4.9.}

A1.12.4.3. Does the supervisor provide training to individuals required to use PPE? {AFOSH Std 91-501, 14.4.2.}

A1.12.4.4. Does the supervisor verify that an employee who is trained to use PPE demonstrates an understanding of its proper use before being allowed to perform work requiring the use of PPE? {AFOSH Std 91-501, 1.4.2.5.}

A1.12.4.5. (#) Does the supervisor retrain employees required to use PPE when changes in the workplace render previous training obsolete? {AFOSH Std 91-501, 1.4.2.6.2.}

A1.12.4.6. (#) Are retrained employees required to use PPE when changes in types of PPE to be used render previous training obsolete? {AFOSH Std 91-501, 1.4.6.3.}

A1.12.5. INDIVIDUAL SQUADRON MEMBER COMPLIANCE

A1.12.5.1. Do individuals comply with standards, instructions, job guides, technical orders, and operating procedures? {AFI 91-202, 1.6.15.}

A1.12.5.2. Do individuals identify and report hazards or situations that involve risk? {AFI 91-202, 1.6.15.2.}

A1.12.5.3. Do individuals use personal protective clothing or equipment, when required? {AFI 91-202, 1.6.15.3.}

A1.12.5.3.1. (#) Do individuals issued PPE perform inspections for defects, cleanliness and sanitation? {AFOSH Std 91-501, 14.4.10.3.}

A1.12.5.4. Do individuals notify their supervisor about any job-related injury or impaired health that may affect their job performance? {AFI 91-202, 1.6.15.5.}

A1.12.5.5. Do individuals report any suspected or actual exposure to chemicals or hazardous materials? {AFI 91-202, 1.6.15.6.}

A1.12.6. UNIT LOCKOUT/TAGOUT PROGRAM

A1.12.6.1. (#) Are procedures developed and documented for the safe and proper use of locks and tags on energy isolating devices? {AFOSH Std 91-501, 21.3.4.}

A1.12.6.2. Are procedures utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, (orderly transfer of these devices between off going and on coming supervisors)? {AFOSH Std 91-501, 21.6.1.8.}

A1.12.6.3. Does the supervisor ensure all other personnel whose duties are or may be in an area where lockout and tagout procedures may be utilized are briefed on the program during the initial job safety briefing? {AFOSH Std 91-501, 21.6.2.1.2.}

A1.12.6.4. Are periodic self-inspections being conducted by the unit to ensure compliance with all program elements? As a minimum, are the following areas included in the inspection? {AFOSH Std 91-501, 21.6.3.2.}

A1.12.6.4.1. The identification of the machines and equipment on which the Lockout and Tagout Program is used. {AFSOH Std 91-501, 21.7.2.3.}

A1.12.6.4.2. Are equipment operators identified and qualified? {AFOSH Std 91-501, 21.7.2.2.}

A1.12.6.4.3. Has training been conducted and documented? {AFOSH Std 91-501, 21.6.2.4.}

Attachment 2**NAF SAFETY CHECKLIST****A2.1. DIRECTOR OF SAFETY (SE) AREAS****A2.1.1. PROGRAM MANAGEMENT**

A2.1.1.1. (#) Does the safety staff assist the NAF commander in assuring applicable safety standards are complied with throughout the command? (AFI 91-202, 1.3.3.)

A2.1.1.2. Does the safety staff advise the NAF commander on safety and health matters? (AFI 91-202, 1.6.11.1.)

A2.1.1.3. Does the safety staff assist subordinate units with their safety programs? (AFI 91-202, 1.6.11.3.)

A2.1.1.4. Does the safety staff keep the NAF commander informed on mishap prevention program status and hazards? (AFI 91-202, 1.6.11.5.)

A2.1.1.5. (#) Does the safety staff provide staff assistance visits (SAV) to subordinate units at SE's discretion or when problems, deficiencies, or special subjects require on-scene assistance? (AFI 91-202, 3.4. & PACAF Sup 1, 3.4.1.1.)

A2.1.1.5.1. Do SAVs provide assistance and help to wing safety staffs in developing solutions to program deficiencies through the review of management and administrative procedures? (AFI 91-202, 3.4.)

A2.1.1.5.2. Does the safety staff provide SAVs for PACAF-gained units? (AFI 91-202, PACAF Sup 1, 3.4.1.1.2.)

A2.1.1.5.3. Does SE forward copies of SAV reports to PACAF/SE? (AFI 91-202, PACAF Sup 1, 3.4.1.1.1.)

A2.1.1.6. (#) Does the safety staff have a mishap analysis program to evaluate statistics and identify trends? (AFI 91-202, 5.5.)

A2.1.1.7. Has 51 FW/SE, in conjunction with 7 AF/SE, established procedures for the inspection of contingency operating bases and units with 25 or fewer people? (AFI 91-202, PACAF Sup 1, 3.1.3.2.)

A2.1.1.7.1. Have the procedures been sent to PACAF/SE for approval? (AFI 91-202, PACAF Sup 1, 3.1.3.2.)

A2.1.1.8. Does SE ensure PACAF/SE is aware of unit safety course requirements? (AFI 91-202, PACAF Sup 1, 6.1.)

A2.1.1.9. (#) Does SE review ALSAFECOM messages and identify if wing COSs are taking appropriate actions? (AFI 91-202, 5.2.3.)

A2.1.2. OPERATIONAL RISK MANAGEMENT (ORM)

A2.1.2.1. Does the safety staff assist with the implementation and integration of ORM into all Air Force operations and missions? (AFI 91-202, 1.1.)

A2.1.2.2. (#) Does the safety staff provide commanders with technical assistance in identifying hazards? (AFI 91-202, 1.4.)

A2.1.2.3. Does the safety staff provide commanders with follow-up support until the hazard is eliminated or changes are in place? (AFI 91-202, 1.4.3.)

A2.1.3. PERSONNEL

A2.1.3.1. Is the SE a rated officer with recent flying experience and does he/she meet all of the requirements of paragraph 2.1.1. PACAF Sup 1 to AFI 91-202?

A2.1.3.2. Does SE report directly to the Commander? (AFI 91-202, 2.1.)

A2.1.3.3. Does SE ensure full-time safety personnel are qualified, trained to manage safety programs, and able to function at the NAF and wing staff levels? (AFI 91-202, 2.1.)

A2.1.3.4. (#) Does the COS ensure full-time safety personnel are not assigned additional duties that are not directly associated with the job duties described in the 91-series directives and their supplements? (AFI 91-202, 2.1.)

A2.1.3.5. Have commanders established a management strategy plan that:

A2.1.3.5.1. Ensures that functional managers and supervisors (rather than the safety staff) take corrective action for deficiencies. (AFI 91-202, 2.3.1.)

A2.1.3.5.2. Minimizes administrative tasks, details, and augmentation duties not directly associated with safety. (AFI 91-202, 2.3.2.)

A2.1.3.5.3. Involves the safety staff in appropriate meetings, conferences, and councils. (AFI 91-202, 2.3.3.)

A2.1.3.5.4. Integrates safety into all operations and missions of the wing's organizations. (AFI 91-202, 2.3.4.)

A2.1.3.5.5. Emphasizes risk management. (AFI 91-202, 2.3.5.)

A2.1.4. SAFETY AWARDS PROGRAM

A2.1.4.1. Are annual award packages received from the wings and submitted to PACAF/SE by 1 Nov? (AFI 36-2833, PACAF Sup 1, 2.2.4.)

A2.1.4.2. Do nomination packages conform to the administrative procedures outlined in paragraph 2 of AFI 36-2833?

A2.1.5. ADMINISTRATION

A2.1.5.1. Has the safety staff established methods to ensure protection of FOUO and limited-use information? (AFI 91-202, 5.1.1.)

A2.1.5.2. Are AF and PACAF directives supplemented as needed with specific and current guidance? (AFI 33-360, 3.44.)

A2.1.5.3. Are formal files established and properly maintained in accordance with AFMAN 37-139?

A2.2. WEAPONS SAFETY PROGRAM

A2.2.1. PROGRAM MANAGEMENT

A2.2.1.1. (#) Does SEW provide effective oversight, training, and assistance to subordinate weapons safety staffs?

A2.2.1.2. (#) Does SEW ensure the accuracy of subordinate unit explosive site plan (ESP) submissions?

A2.2.1.3. Does SEW act as the POC for all Department of Defense Explosives Safety Board (DDESB) Surveys and PACAF Unit Compliance Inspections (UCIs) involving units assigned to the NAF?

A2.2.1.4. Does SEW maintain ESPs (electronic or hard copy) for each wing and GSU within the NAF?

A2.2.1.5. (#) Does SEW maintain current D-8 maps (electronic or hard copy) for each wing and GSU assigned to the NAF?

A2.2.1.6. Is a mobile site planning kit available to assist explosives site planning?

A2.2.1.7. Does NAF/SEW review all explosive site plans prior to submitting to MAJCOM/SEW? (AFMAN 91-201, PACAF Supp 1, 4.3.3.)

A2.2.2. OVERSIGHT PROGRAM. Does SEW ensure each wing and GSU:

A2.2.2.1. Has an effective weapons safety program? (AFI 91-202, 10.1.1.)

A2.2.2.2. (#) Coordinates weapons safety for their base or area of responsibility? (AFI 91-202, 10.1.2.)

A2.2.2.3. Provides weapons safety support for assigned tenant units? (AFI 91-202, 10.1.2)

A2.2.2.4. (#) Reviews waivers, exemptions, and deviations from established explosives safety criteria? (AFI 91-202, 10.4.2.)

A2.2.2.5. (#) Advises their commanders of the increased damage potential each exception allows?

(AFI 91-202, 10.4.3.)

A2.2.2.6. (#) Performs an operational risk assessment for each safety violation? (AFI 91-202, 10.4.4.)

A2.2.2.7. (#) Makes an attempt to eliminate explosives safety violations through compensatory measures? (AFI 91-202, 10.4.5.)

A2.2.2.8. Coordinates on all local written procedures affecting weapons operations and performs annual reviews on those procedures? (AFI 91-202, 10.4.6.)

A2.2.3. PERSONNEL

A2.2.3.1. Does SEW have a working knowledge of the Assessment System Hazard Survey (ASHS) program?

A2.2.3.2. Does SEW have a working knowledge of an AutoCAD mapping program?

A2.3. GROUND SAFETY PROGRAM

A2.3.1. PROGRAM MANAGEMENT

A2.3.1.1. (#) Does NAF/SEG provide effective oversight, training, and assistance to subordinate wing ground safety staffs? (AFI 91-202, 8.1)

A2.3.1.2. Does NAF/SEG have procedures in place to ensure all ground mishap reports, corrective actions, and recommendations are reviewed prior to being up-channeled to PACAF/SEG? (AFI 91-204, 6.1.1.2.)

A2.3.1.3. Does NAF/SEG use the monthly summary of mishaps from each wing to develop trend analysis, give guidance to leadership, and to formulate policy? {AFI 91-204, PACAF Sup 1, 11.19}

A2.3.1.4. Is there a file for variances? (AFI 91-301, 6.6.3.)

A2.3.1.5. Is there a file for approved variances? (AFI 91-301, 6.6.5.)

A2.3.1.6. Does the NAF/SEG receive telephonic notification of on or off-duty Class A and Class B mishaps NLT 4 hours after the mishap occurred? (AFI 91-204, PACAF Sup, 5.4.2.5.4.)

A2.3.1.7. Has the NAF/SEG established procedures to ensure telephonic notification to HQ PACAF/SEG on Class C on-duty mishap if it is determined the mishap warrants higher headquarter interest or action? (AFI 91-204, PACAF Sup, 5.4.2.5.5.)

A2.3.1.8. Does the NAF and DRU consolidate inputs from their subordinate units and report status of corrective action, with complete rationale, until recommendations is closed to HQ PACAF/SE NLT 31 March and 30 September and immediately upon closure? (AFI 91-204, PACAF Sup, 6.3.2.1.1.)

A2.3.1.9. (#) Does the NAF/SEG have procedures in place ensuring all ground report corrective actions/recommendations are reviewed prior to being up-channeled to MAJCOM? (AFI 91-204, PACAF Sup, 6.1.2.2.)

A2.3.1.10. (#) Does the NAF/SEG provide effective quality control of class A, B, & C, mishap reports? (AFI 91-204, PACAF Sup, 11.11.6.1.1.)

A2.3.1.11. Does the NAF/SEG make the following distribution: original copy to AFSC/SEG; two copies to HQ PACAF/SEG, and other appropriate addressees? (AFI 91-204 PACAF Sup, 11.11.6.1.1.)

A2.3.1.12. Does the NAF/SEG staff coordinate/approve all Class C mishap reports and provide guidance where needed to preclude errors or omissions? (AFI 91-204, PACAF Sup, 11.11.6.1.1.)

A2.3.1.13. Does the NAF/SEG receive a courtesy copy of the monthly summary of mishaps? (AFI 91-204, PACAF Sup, 11.19.)

A2.3.2. OVERSIGHT PROGRAM . Does NAF/SEG ensure each wing and GSU:

A2.3.2.1. Investigates mishaps and submits reports IAW AFI 91-204?

A2.3.2.2. (#) Have effective programs for operational and occupational safety, industrial safety, contractual safety requirements, traffic safety, and sports and recreation safety? (AFI 91-202, 8.2.2.)

A2.3.2.3. (#) Conducts workplace safety inspections and assessments and reports results to appropriate management officials? (AFI 91-301, 2.9.2.)

A2.3.2.4. Supports environmental safety and fire prevention efforts? (AFI 91-202, 8.2.3.)

A2.3.2.5. Evaluates and processes hazard reports and maintains a master hazard log? (AFI 91-301, 2.9.3.)

A2.3.3. PERSONNEL

A2.3.3.1. Does SEG have a skill-level and experience level commensurate with assigned duties? (AFI 91-202, 2.1.)

A2.3.3.2. Does SEG have a working knowledge of the Safety Automated System (SAS) and familiarity with the Defense Messaging System (DMS)?

A2.4. FLIGHT SAFETY PROGRAM

A2.4.1. MISHAP INVESTIGATION AND PREVENTION

A2.4.1.1. (#) Are potential safety investigation mishap investigation board members on the NAF staff identified and trained? (AFI 91-202, PACAF Sup 1, 7.6.1. & AFI 91-204, 4.4.1.1.)

A2.4.1.2. Are persons identified to serve as a board member trained within one month of appointment? {AFI 91-202/PACAF Sup, 7.6.1.}

A2.4.1.3. Do the potential safety investigation board members receive refresher training at least once a year? (AFI 91-202, PACAF Sup 1, 7.6.1.)

A2.4.1.4. Does NAF safety staff brief all required personnel annually on privileged information and it's proper handling? (AFI 91-202, 5.1.1.)

A2.4.1.5. Does NAF safety staff ensure all Class B reports, messages, addendums, etc., are forwarded/sent during the course of and following the completion of a Class B mishap for which they are the convening authority? (AFI 91-204, 1.3.3.3.)

A2.4.1.6. (#) Does NAF/SE ensure, following a Class A SIB briefing to the NAF/CC (when authorized by the MAJCOM/CC), the NAF/CC does not direct changes to the SIB report or direct further investigation be accomplished by the SIB? (AFI 91-204, 7.8.5.2)

A2.4.1.7. (#) Does NAF/SE ensure the only personnel authorized to attend a Class A SIB briefing given to the NAF/CC (when authorized by the MAJCOM/CC) are the NAF/CC, the NAF/SE and upon invitation of the NAF/CC, the mishap active component wing commander as an observer? (AFI 91-204, 7.8.5.2.2)