



DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION YORKTOWN

P.O. DRAWER 160

YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 8020.14  
SAFETY

10 Apr 03

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 8020.14

Subj: EXPLOSIVES SAFETY SELF-ASSESSMENT PLAN

Ref: (a) NAVSEAINST 8020.14B

Encl: (1) Program Acceptance Response  
(2) Explosives Safety Self-Assessment (ESSA) Plan  
(3) ESSA Schedule

1. Purpose. To establish an Explosives Safety Self-Assessment (ESSA) Program at Naval Weapons Station Yorktown (WPNSTA Yorktown) per reference (a).

2. Background. Reference (a) requires the establishment of a formal program whereby a shore installation conducts periodic safety appraisals of its explosive operations.

3. Cancellation. PENSTOROSHINST 8020.14

4. Scope

a. This instruction applies to WPNSTA Yorktown and all tenant commands that perform and or support explosive operations.

b. The WPNSTA ESSA Program applies to conventional non-nuclear ammunition and explosives (A&E) operations and storage.

c. The ESSA evaluates all applicable programs identified by reference (a).

d. Reference (a) requires all A&E commands to have a written ESSA plan. Those commands who wish to utilize this instruction as their ESSA plan are required to respond using enclosure (1). Tenant commands desiring not to participate in the WPNSTA Yorktown ESSA Program shall provide a copy of their ESSA plans and shall submit all ESSA reports for review to the Explosive Safety Officer (ESO) for the Peninsula Storefront for Safety and Occupational Health.

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7. Directive. The Manager, Peninsula Storefront for Safety and Occupational Health is responsible for the annual review and update of this instruction.



K. E. SKUDIN

Distribution: (WPNSTA YORKTOWNINST 5216.2X)  
List I, II, III (Case A)

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(Program Acceptance Response)

5050I

From:

To: Manager, Peninsula Storefront for Safety and Occupational Health

Subj: EXPLOSIVES SAFETY SELF-ASSESSMENT PLAN (ESSA)

Ref: (a) NAVSEAINST 8020.14 (Series)  
(b) WPNSTA YORKTOWNINST 8020.14

1. Reference (a) establishes requirements for the conduct of an ESSA within all AA&E commands. Reference (b) established requirements for conduct of an ESSA onboard Naval Weapons Station Yorktown.

2. I accept reference (b) as my process for complying with reference (a).

CHAIN FILE ELEMENTARY DATA UNIT

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**EXPLOSIVES SAFETY SELF-ASSESSMENT PLAN**

1. Background. Reference (a) requires each activity to have, in place and functioning, an Explosives Safety Self-Assessment (ESSA) Plan. An ESSA is a formal plan whereby a shore activity conducts periodic assessments of the programs and processes that maintain a safe ammunition and explosives (A&E) environment. The intent of the ESSA is to emphasize the importance of maintaining a proactive approach to explosive safety. A well-planned and executed ESSA keeps the command aware of areas and processes that may experience decay within their explosive safety environment. Through teamwork and with concerted effort, an active ESSA plan can help maintain an effective mishap prevention environment.

2. Governing Procedures. Naval Weapons Station Yorktown (WPNSTA Yorktown) and its tenants which are active A&E activities, are subject to the reference (a) requirement for an ESSA Plan. The ESSA Plan must be written and shall address the following:

- a. Functional areas
- b. Assessment methodology
- c. Assessment team staffing
- d. Assessment team duties and responsibilities
- e. Documentation and record keeping
- f. Process quality control
- g. Reporting requirements
- h. Corrective action recommendations
- i. Follow-up measures

3. Staffing. ESSA Staffing will include personnel who have an influence on the integrity of the Explosives Safety Program.

4. Organization. The ESSA organization consists of Program Assessment Teams.

- a. Assessment Teams shall be comprised of:

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- (10) Program 10: Motor Vehicle Transportation
- (11) Program 12: Piers and Wharves/Barges
- (12) Program 14: Ammunition/Explosives Associated Equipment
- (13) Program 15: Inventory Management

7. Assessment Schedule. The assessment teams shall conduct scheduled assessments of the functional program areas as identified by enclosure (3).

8. Responsibilities. The ESO and tenant participants, assessment teams, and the Peninsula Storefront for Safety and Occupational Health are responsible for evaluating and improving the effectiveness of the explosive safety programs as follows:

a. ESO, WPNSTA Yorktown shall:

- (1) Schedule the ESSA.
- (2) Assign personnel to the assessment teams as necessary.
- (3) Establish random or statistical sampling requirements.
- (4) Review the ESSA Assessment Team program reports.
- (5) Review the ESSA Plan assessments and identify programs requiring improvement.

b. Participating Tenant Commands shall:

- (1) Provide personnel, data, and access, as appropriate, to actively support and participate in the ESSA process.
- (2) Review ESSA findings and initiate appropriate and timely corrective action.
- (3) Provide ESSA finding corrective action responses to the Peninsula Storefront for Safety and Occupational Health within 10 days of receipt.

c. Assessment Team Leader shall:

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(6) Provide support as required for the assessment teams.

(7) Provide assistance as required to aid in the implementation of controls and monitor processes as necessary to preclude recurrence of deficiencies.

(8) Monitor progress towards enhancements identified during ESSA process. Ensure corrective actions are adequate and are accomplished expeditiously.

## 9. Methodology

a. Manager, Peninsula Storefront for Safety and Occupational Health will send notices to all commands informing them of the program and facilities that will be assessed as well as identifying the Assessment Team Members.

b. The appropriate section of reference (a) will be utilized as a guide by the Assessment Team to perform the assessment.

c. The Team will assess the assigned program, concentrating on the effectiveness of the program process, rather than simply performing another inspection of the facilities covered by the program. The Team Leader should ensure that the Team makes every effort to use the following process:

(1) Review program functional guide to determine basic requirements.

(2) Obtain all instructions and standard operating procedures (SOPs) relevant to the program area under assessment.

(3) Perform an initial desktop assessment of whether an effective process is in place via instructions and SOPs. Determine whether these documents provide adequate authority and direction to meet the requirements of the program functional guide and that an adequate risk management assessment has been performed as appropriate.

(4) Perform a field assessment, using approved sampling plan as applicable. Review Peninsula Storefront for Safety and Occupational Health database information where available. This is a quality assurance step intended to reveal whether the established process is producing the desired result.

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THE ESSA SCHEDULE

The ESSA schedule starts the first month following the ESI. Each month following the ESI, the program listed will be assessed at all facilities on Naval Weapons Station Yorktown. Changes in the scheduled ESI should not affect the program assessments. If there is no ESI at the end of the year, the cycle will repeat until the next ESI.

- Month 1: Assess Program 06: Lightning and Ground Protection
- Month 2: Assess Program 07: Environmental Compliance
- Month 3: Assess Program 08: AA&E Physical Security  
Assess Program 09: Ranges/EOD  
ESO review data from Explosive Safety Inspection and the Command Action Plan.
- Month 4: Assess Program 04: Ammunition Storage/Magazines  
Assess Program 12: Piers and Wharves/Barges
- Month 5: Assess Program 10: Motor Vehicle Transportation  
Assess Program 14: Ammunition and Explosives Associated Equipment
- Month 6: Assess Program 05: Operating Buildings
- Month 7: Assess Program 01: Command Administration and Management  
Assess Program 02: Qualification and Certification  
Assess Program 03: Standard Operating Procedures  
Assess Program 15: Inventory Management
- Month 8: ESO assess findings for evaluation and prioritizing the corrective actions.
- Month 9: Address items identified by the ESO
- Month 10: ESO final review of Assessment Plan, review team assignments, samples, and schedule.
- Month 11: Addressing the items identified by the ESO.
- Month 12: ESI or complete ESSA Plan Review including instructions, reports, teams, samples, and problems that may have occurred and repeat cycle.