



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 4855.35
Ser 92Q2/237
11 Dec 2000

NAVSEA INSTRUCTION 4855.35

From: Commander, Naval Sea Systems Command

Subj: NAVSEA SUBMARINE SAFETY (SUBSAFE) FUNCTIONAL AUDIT PROGRAM

Ref: (a) NAVSEA NOTICE 5000, Activities Authorized to Perform
SUBSAFE Work
(b) NAVSEA 0924-062-0010, Submarine Safety (SUBSAFE)
Requirements Manual

Encl: (1) SUBSAFE Functional Audit Schedule
(2) Summary of Actions Required to Support the NAVSEA
SUBSAFE Functional Audit
(3) Example of NAVSEA SUBSAFE Functional Audit Item
(4) Example of Activity Corrective Action Report
(5) Nomination Form for NAVSEA SUBSAFE Functional Auditor

1. Purpose. To provide policy on scheduling, preparation, conduct, and follow-up actions associated with NAVSEA SUBSAFE Functional Audits.

2. Scope. This instruction is applicable to all activities authorized by reference (a) to perform SUBSAFE work under the cognizance of the NAVSEA SUBSAFE Program as defined by reference (b). This instruction is not applicable to Reactor SUBSAFE work, which is under the cognizance of NAVSEA 08 as specified in reference (b), and will be audited separately.

3. Policy. The Director, NAVSEA Submarine Safety and Quality Assurance Division (NAVSEA 92Q), is responsible and accountable for implementation and management of the Submarine Safety and Quality Assurance Programs. NAVSEA SUBSAFE Functional Audits, as defined by reference (b), are conducted by NAVSEA 92Q to assess an activity's compliance with the requirements of the SUBSAFE Program. These audits are designed to assess an activity's internal policies, procedures, and practices used in the performance of SUBSAFE work to ensure that the activity remains qualified to perform such work. These audits also provide all levels of management at the activity with an independent, objective, and constructive evaluation of the

effectiveness and efficiency with which quality assurance and control responsibilities supporting the SUBSAFE Program are being implemented and followed.

4. Scheduling of NAVSEA SUBSAFE Functional Audits. NAVSEA SUBSAFE Functional Audits shall be conducted at a 24-month periodicity. Factors, such as limited or expanded level of SUBSAFE work at an activity, major organizational changes, inability to review SUBSAFE-related processes or critical production processes during the NAVSEA SUBSAFE Functional Audit, or poor performance, may necessitate more frequent audits.

Additionally, Interim SUBSAFE Functional Audits will be conducted at public and private shipyards at approximately the 12-month interval between SUBSAFE Functional Audits. A NAVSEA Ship Certification Audit (overhaul, Depot Modernization Period, or new construction) may be used to satisfy this requirement. For all activities, NAVSEA may conduct interim functional audits at its discretion based on factors discussed in the above paragraph. Interim audits are of a reduced breadth and scope and do not generally cover all functional areas. Interim audits focus on areas not fully covered during the last functional audit or areas identified as weak during that audit.

A NAVSEA SUBSAFE Functional Audit Schedule will be issued annually for planning purposes. Any changes subsequent to issue will be disseminated via email as necessary. A notional schedule is provided in enclosure (1).

5. Scope of NAVSEA SUBSAFE Functional Audits. The following paragraphs define the scope of NAVSEA SUBSAFE Functional Audits. Where applicable, actions required to be taken by the activity to support the audit are also defined. Enclosure (2), a summary of those actions, is provided to assist activities in their preparation and planning efforts in support of NAVSEA SUBSAFE Functional Audits.

a. The functional areas audited, based on the nature of SUBSAFE work performed at the activity, are: Management, Material Control, Quality Assurance, Re-Entry Control, and Technical.

b. In addition to the functional area reviews, NAVSEA will conduct in-process surveillance of critical SUBSAFE production processes to assess the activity's level of performance in vital SUBSAFE trade skills. The following in-process areas are reviewed:

- (1) Welding (piping and structural, including fit-up)
- (2) Nondestructive Testing (MT, UT, PT, RT, VT)
- (3) Mechanical Joint Assembly
- (4) Testing (shop/shipboard - strength, tightness, operational)
- (5) Receipt Inspection (material certification)
- (6) Valve/Component Repair/Restoration
- (7) Ship Configuration Control

c. In the absence of actual SUBSAFE production work, activities may demonstrate skill proficiency in:

- (1) non-SUBSAFE work in progress (which utilizes the same procedures and personnel), or
- (2) operator qualification practical examinations required by other specifications.

For cases where work in progress is still not available for review, the in-process portion of the audit may be rescheduled. Rescheduling the in-process portion of the audit is considered the least desirable means for witnessing SUBSAFE work in progress and will only be considered after all other alternatives have been exhausted.

d. Thirty days prior to the audit, the activity shall identify to NAVSEA 92Q SUBSAFE work that is likely to be performed during the audit. At the start of the audit, the activity shall identify to the NAVSEA Audit Team Leader planned SUBSAFE work in each of the areas identified in paragraph 5.b above. The activity will conduct surveillances on a sample of designated work during the functional audit and submit a copy of the surveillance report to the NAVSEA Audit Team Leader. The NAVSEA auditors will observe and assess both the performance of SUBSAFE work and the activity surveillance inspector's proficiency in evaluating it.

e. To further evaluate the SUBSAFE Program, NAVSEA will review the activity's process for selecting and assigning personnel to SUBSAFE work and assess the level of knowledge and proficiency of personnel supporting the SUBSAFE Program. As

part of this assessment, NAVSEA will administer a SUBSAFE awareness quiz to a representative number of individuals having responsibilities within the SUBSAFE Program. Additionally, the NAVSEA audit team will conduct informal oral interviews during the audit to assess personnel level of knowledge and proficiency in critical SUBSAFE production processes, the re-entry control process, and SUBSAFE-related material control, quality assurance, and technical processes. Records of personnel training or qualification, as applicable to each of these areas, shall be made available to the NAVSEA Audit Team Leader at the start of the audit.

f. To support NAVSEA preparation for the audit, the activity shall provide a copy of their most recent annual SUBSAFE Program Assessment and internal audit reports completed since the last functional audit to NAVSEA 92Q at least 30 days prior to the audit. The activity will be requested to brief the audit team on the results of their assessment and the status of corrective actions at the start of the NAVSEA SUBSAFE Functional Audit. Supervisors of Shipbuilding also are to provide results of their functional audits of the private shipyards to NAVSEA 92Q at least 30 days prior to the NAVSEA SUBSAFE Functional Audit of the private shipyard. In addition, the applicable references listed in Attachment A to enclosure (2) are to be provided by the activity at the start of the audit.

6. Classification of NAVSEA SUBSAFE Functional Audit

Observations. To facilitate analysis of activity compliance with SUBSAFE Program requirements, observations (audit cards) noted during NAVSEA SUBSAFE Functional Audits will be classified to differentiate between Noncompliances and Operational Improvements. Audit cards identified as Noncompliances shall be further classified with respect to potential effect on submarine certification. The criteria for classifying functional audit observations are:

a. Noncompliance - An observation which has been generated as a result of not complying with local or NAVSEA instructions, procedures, or specifications and/or contracts.

b. Certification Item - A Noncompliance which could potentially affect the certification status of present and future submarine availabilities. These are primarily ship-specific or hardware-related.

c. Operational Improvement - An observation that has been generated as a result of a condition which, while not a specific

requirement violation, may cause degradation in the effectiveness of the SUBSAFE Program, or an observation expected to offer significant improvements in the effectiveness of the SUBSAFE Program.

7. Resolution of SUBSAFE Functional Audit Items. The activity will be required to provide a written report to NAVSEA 92Q within 45 days of the NAVSEA SUBSAFE Functional Audit report issue date (14 days for Certification items) on the status of corrective actions taken to resolve each audit item. A plan of action and estimated completion date must be provided for long-term resolutions. Thereafter, status updates shall be provided quarterly, or as otherwise directed by NAVSEA 92Q, until all items are satisfactorily resolved.

a. The effective resolution of audit findings identified in SUBSAFE Functional Audits requires a well-defined and thorough process to ensure that effective corrective and preventive actions are accomplished. The following elements shall be adhered to for each finding to ensure effective audit finding resolution:

- (1) Immediate corrective action to deal with the issue.
- (2) The full scope of the issue.
- (3) The root cause of the issue.
- (4) Permanent corrective and preventive action.
- (5) Basis for conclusion that permanent corrective and preventive action has been effective.

b. Enclosure (3) is an example of a NAVSEA SUBSAFE Functional Audit item, and enclosure (4) is an example of how the activity's corrective action report should address the above attributes.

c. Unless otherwise approved by NAVSEA 92Q, functional audit observations classified as Noncompliances or Certification items will not be closed until all actions necessary to resolve the deficiency are complete and verified effective. The most common reasons for NAVSEA 92Q nonconcurrency on functional audit corrective action responses are:

- (1) Failure to directly address all aspects/elements of the observation, discussion, and recommendation(s).

(2) Insufficient investigation into the scope and root cause of the problem.

(3) Failure to implement planned corrective actions.

(4) Failure to verify that the actions taken effectively resolve the problem.

(5) Failure to provide sufficient details for assessment of the adequacy of actions taken or planned.

d. Operational Improvement responses will be evaluated by NAVSEA 92Q using the following criteria:

(1) The response reflects a thorough assessment of the merits/drawbacks of the recommendation by appropriate personnel within the organization.

(2) The response develops a logical conclusion supporting implementation or nonimplementation of the recommended improvement actions.

e. Operational Improvement items will remain open until the recommended improvement actions have been accomplished, unless the corrective action consists solely of procedure revision and the item has been entered into a formal tracking system. Action for Operational Improvement items transferred to a formal tracking system must be completed by the next audit. Estimated completion dates of open items are required.

8. Auditor Support for NAVSEA SUBSAFE Functional Audits. A NAVSEA SUBSAFE Functional Audit team consists of representatives from NAVSEA Headquarters organizations, public and private shipyards, SUPSHIP organizations, and other activities responsible for implementing SUBSAFE requirements. NAVSEA 92Q provides representatives to serve as the Audit Team Leader and Assistant Team Leader. To ensure optimal audit team makeup of qualified personnel, auditor nominations shall be submitted to the Team Leader or Assistant Team Leader by the SUBSAFE Program Director (SSPD) at each activity and by Submarine Safety Directors within NAVSEA. Auditor information will be maintained and used by NAVSEA 92Q to select auditors based on the individual's knowledge/skill/experience relevant to the activity/area being audited.

a. Activity SSPDs and NAVSEA Submarine Safety Directors shall submit new or updated auditor information using the nomination form provided in enclosure (5). Other means of submitting auditor information (e.g., email) are acceptable if all information specified in enclosure (5) is provided. Annotation of existing nomination forms with updated information rather than submittal of new nomination forms is acceptable. The Audit Team Leader or Assistant Team Leader will choose the auditors required to make up the team and notify the nominating activities accordingly.

b. When applicable to the activity's functions, the NAVSEA audit team will include a currently certified NDT Level II or Level III Examiner.

c. When preparing for an audit, NAVSEA 92Q will request auditor nominations. Each activity will nominate at least the minimum number of auditors based on the following:

AUDIT TYPE	SHIPYARDS	OTHER ACTIVITIES*	NAVSEA**
Shipyards	3	2	3
Other Activities*	1	1	2

* Other activities include SUPSHIPS, SUBMEPP, NSWCCD-SSES, NUWCDIVNPT, etc.

** NAVSEA support, as applicable to the nature of the audit, includes the Submarine Program Offices (PMS350, PMS392, PMS395, PMS450), SEA 04, and technical offices (SEA 92T and SEA 05).

9. Action. Addressees shall comply with the policy and direction in this instruction to ensure effective preparation for and support of NAVSEA SUBSAFE Functional Audits.

10. Point of Contact. The NAVSEA point of contact regarding the NAVSEA SUBSAFE Functional Audit Program is Ms. Marion Hall (SEA 92Q2) at (COM) (703) 602-0459/0322 ext. 518, (DSN) 332-0459/0322 ext. 518, (email) HallMB@NAVSEA.Navy.Mil.



J. P. DAVIS
 RADM, USN

Distribution:

SNDL24G Submarine Force Commanders
26GG1 Coastal Systems Station
28K Submarine Group and Squadron
350AB SUBMEPP
FA50 TRIREFFAC
FB45 TRIREFFAC
FKA1F COMNAVSUPSYS
FKA1G Sea Systems Command (05B, 05E, 05H, 05J, 05L, 05P,
05U, 05U3, 05V, 05W, 05X, 05Y, 04, 041, 042, 04XQ, 08,
08D, 08E, 08LIB, 92, 92B, 92AT, 92C, 92C24, 92L, 92Q,
93R, 93RC, 92T, 92TC, 392, 392B, 392A1, 392A2, 392A23,
392A3, 392A4, 395, 395B, 395A14)
A1J1N PEO SUB (SUB, SUB-B, 350, 350A2, 350A21, 401, 425, 435,
450, 450A1, 450C, 450T1, 450T4)
FKM13 Naval Inventory Control Point
FKP16 NAVSURFWARCENDIV CARDEROCK
FKP1E Undersea Warfare Engineering Station
FKP7 Shipyard
FKP8 Supervisor of Shipbuilding, Conversion and Repair, USN
FKP16 Ship Systems Engineering Station
FKP21 Sea Logistics Center
FKP43 NAVSURFWARCENDIV PORT HUENEME
FKQ6G Naval Undersea Warfare Center
Electric Boat Corporation, Groton CT (J. Noonan, Dept. 320)
Newport News Shipbuilding, Newport News VA (D. Conley, Dept. 003)
Consolidated Launcher Technology-Oceanering International, Inc.,
Chesapeake VA (M. Merzwa)
CINCLANTFLT Norfolk VA (N4/N43)
CINCPACFLT Pearl Harbor HI (N4/N43)
SIMA Norfolk VA
SIMA San Diego CA
SHAPEC SSN688CL, Portsmouth NH

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SUBSAFE FUNCTIONAL AUDIT SCHEDULE

MONTH	EVEN YEARS	ODD YEARS
JANUARY	PHNSY/NAVIMFAC	
FEBRUARY		NAVSEA INTERNAL
MARCH		PSNSY
APRIL	NAVICP/NAVSEALOGCEN	NSWCCD-SSES
MAY	COMSUBPAC	COMSUBLANT
JUNE	NNS	SUPSHIP NEWPORT NEWS
JULY		PNSY
AUGUST	SUBMEPP	NUWC
SEPTEMBER	SUPSHIP GROTON	EBCORP
OCTOBER		
NOVEMBER	NNSY	
DECEMBER		

**Summary of Actions Required to Support
The NAVSEA SUBSAFE Functional Audit**

Supervisors of Shipbuilding provide results of periodic functional audits conducted to assess private shipyard's compliance, as required by the SUBSAFE Manual, paragraph 5.5.2.1.	At least 30 days prior to the audit of private shipyard
Forward copy of most recent Annual SUBSAFE Program Assessment to NAVSEA 92Q.	At least 30 days prior to the audit
Identify, to the Audit Team Leader, SUBSAFE in-process work planned during the audit.	At start of the audit
Brief audit team on the results of most recent Annual SUBSAFE Program Assessment and status of corrective actions.	At start of the audit
Make SUBSAFE reference documents (Attachment A) available to the audit team.	At start of the audit
Support conduct of the audit, including administration of the SUBSAFE awareness quiz, informal oral interviews, and conduct of in-process work/surveillance.	During the audit week
Provide initial Corrective Action Report to NAVSEA 92Q.	No later than 45 days after issuance of the audit (14 days for Certification items)
Provide updated Corrective Action Reports to NAVSEA 92Q.	Quarterly (after initial report) until all actions are complete
Submit auditor nominations to NAVSEA 92Q.	When requested by NAVSEA 92Q

<p style="text-align: center;">SUBSAFE REFERENCE DOCUMENTS</p> <p><i>The following references are to be provided by the activity at the start of the audit. They should be current for the SUBSAFE work presently being accomplished at the activity.</i></p>	Naval Shipyards	Private Shipyards	SUPSHIPS	TYCOMS	Other Activities*
A. All SUBSAFEGRAMs	X	X	X	X	X
B. The previous NAVSEA SUBSAFE Functional Audit of the activity with all activity corrective action reports and all NAVSEA responses to the corrective action reports	X	X	X	X	X
C. A listing of all open CAT II/IIA audit recommendations	X	X	X		
D. All CAT IIA audit recommendations closed since the last NAVSEA SUBSAFE Functional Audit of the activity and the corrective actions taken	X	X	X		
E. NAVSEA 0900-LP-091-6010, Submarine Fastening Criteria for Pressure Containing Systems (Non-Nuclear)	X	X	X		
F. NAVSEA 0902-018-2010, General Overhaul Specifications for Deep Diving SSBN/SSN Submarines	X	X	X	X	X
G. NAVSEA 0905-LP-485-6010, Manual for the Control of Testing and Ship Conditions	X	X	X		
H. NAVSEA 0941-041-3010, NAVSEA Submarine Safety Design Review Procedures Manual	X	X	X		X
I. NAVSEA 0948-LP-045-7010, Material Control Standard (Non-Nuclear)	X	X	X	X	X
J. NAVSEA 0924-062-0010, Submarine Safety (SUBSAFE) Requirements Manual	X	X	X	X	X
K. NAVSEA TL855-AA-STD-010, Naval Shipyard Quality Program Manual	X				
L. MIL-Q-9858A, Quality Program Requirements and/or applicable ISO 9000 standards		X			X
M. SUPSHIP Operations Manual, Chapter 11 - Quality Assurance			X		
N. CINCLANTFLT/CINCPACFLTINST 4790.3, Joint Fleet Maintenance Manual, Volume V - Quality Maintenance				X	

* As applicable

Enclosure (2)
Attachment A

<p style="text-align: center;">SUBSAFE REFERENCE DOCUMENTS</p> <p><i>The following references are to be provided by the activity at the start of the audit. They should be current for the SUBSAFE work presently being accomplished at the activity.</i></p>	Naval Shipyards	Private Shipyards	SUPSHIPS	TYCOMS	Other Activities*
O. The activity's Quality Assurance Manual	X	X			X
P. The activity's Engineering Quality Assurance (EQA) Manual and local procedures used in implementing the EQA Program	X	X	X		X
Q. All local instructions used in implementing NAVSEA 0924-062-0010, Submarine Safety (SUBSAFE) Requirements Manual	X	X	X	X	X
R. All local instructions used in implementing NAVSEA 0948-LP-045-7010, Material Control Standard (Non-Nuclear)	X	X			X
S. All local instructions used in implementing Re-Entry Control	X	X			X
T. The activity's SUBSAFE qualification and training instructions	X	X	X	X	X
U. All training and qualification records required by applicable documents listed above	X	X	X	X	X
V. Applicable SUBSAFE Certification Boundary Books	X	X		X	
W. All local instructions use to implement configuration and document control	X	X	X		X
X. SUBSAFE departure files	X	X		X	X
Y. Latest FMAA reports, including URO/MRC compliance audits				X	
Z. All Squadron URO/MRC TYCOM scheduling reports				X	
AA. Listing of Depot Availabilities since the last NAVSEA SUBSAFE Functional Audit				X	

* As applicable.

Example of NAVSEA SUBSAFE Functional Audit Item

NAVSEA SUBSAFE FUNCTIONAL AUDIT
ACTIVITY
5-9 OCTOBER 1998

FUNCTIONAL AREA: MANAGEMENT

AUDITOR(S): J. Hayward
M. Pinder

ITEM: MGT-8

REVIEWED WITH: J. Lodge, Code 1229
R. Thomas, Code 280.7
G. Edge, Code 280.78

CATEGORY: NONCOMPLIANCE

REFERENCE:

- (a) NAVSEA TL855-AA-STD-010, Naval Shipyard Quality Program Manual
- (b) NAVSHIPYDINST 5215.1C, Technical Directives Management System

OBSERVATION:

There is no consistent and reliable process for ensuring that changes to NAVSEA and other higher order technical requirements are incorporated into shipyard technical directives in a timely manner.

DISCUSSION:

Section 2.5 of reference (a) requires that naval shipyards institute a document control process to ensure that internal technical directives are kept current (e.g., to reflect changes to NAVSEA or other higher order technical requirements) and to control outdated directives to ensure that they are not used. These internal shipyard technical directives are the documents by which shipyard workers train and perform submarine work.

Reference (b) is the Shipyard's policy that implements this requirement. It requires an evaluation of each new manual or change received by the Technical Library and that any with potential impact on the Shipyard's internal technical directives be forwarded to the Engineering and Planning Department for review and incorporation into applicable shipyard documents.

Example of NAVSEA SUBSAFE Functional Audit Item (Cont'd)

ITEM: MGT-8

A review of 1,162 NAVSEA technical documents and changes received by the Shipyard over the past 2 years found that only 87, or 7.5%, had been forwarded to the Engineering and Planning Department for review for potential impact on internal technical directives. This amount does not appear to be satisfactory. Several internal technical directives contain requirements which contradict or violate requirements of other authorized directives, including high-level NAVSEA documents. Some of the incorrect technical directives affect processes with the potential to impact SUBSAFE work.

RECOMMENDATION:

Shipyard update all technical directives which do not comply with SUBSAFE and Level I technical requirements and implement a consistent and reliable program for ensuring timely update of internal technical directives whenever changes to NAVSEA or other higher order technical requirements are issued.

Example of Activity Corrective Action Report
-----NAVSEA SUBSAFE FUNCTIONAL AUDIT
ACTIVITY
5-9 OCTOBER 19981st Corrective Action Report - 30 November 1998

Item: MGT-8 - There is no consistent and reliable process for ensuring that changes to NAVSEA and other higher order technical requirements are incorporated into shipyard technical directives in a timely manner.

Recommendation:

Shipyard update all technical directives which do not comply with SUBSAFE and Level I technical requirements and implement a consistent and reliable program for ensuring timely update of internal technical directives whenever changes to NAVSEA or other higher order technical requirements are issued.

Scope of Deficiency and Immediate Corrective Action:

The Shipyard reviewed all technical directives for compliance with NAVSEA and Level I technical requirements and identified all deficient documents. Records that track necessary changes to these documents were modified to identify whether the proposed change impacts SUBSAFE or is required by a higher level document or authority. These documents have been given top priority for revision, and additional resources have been obtained to expedite completion of these revisions. No instances were found where delay in implementation of an external directive impacted ship, vehicle, or other work. Codes 200 and 240 will direct a complete review of the document control process to identify weaknesses and implement improvements.

Assessment of Root Cause:

A lack of resources to perform the reviews and revise the instructions has resulted in delays in updating instructions. The Shipyard's process used to be managed as a full-time responsibility by the Planning Department Control Manager, but that position was abolished as part of the Shipyard's reorganization, and was assumed by the Submarine Type Desk as a collateral duty. Upon further investigation, it

Example of Activity Corrective Action Report (Cont'd)

NAVSEA SUBSAFE FUNCTIONAL AUDIT
ACTIVITY
5-9 OCTOBER 1998

Item: MGT-8 (Cont'd)

was also found that there was insufficient guidance to perform the necessary tasks in a timely manner. NAVSHIPYDINST 5215.1C did not adequately address responsibilities for personnel involved in the document review and update process or give specific-enough instructions on how each change should be handled and on what timeline. In addition, there was no management oversight to ensure that necessary changes were incorporated in a timely manner.

Permanent Corrective/Preventive Action:

NAVSHIPYDINST 5215.1C will be revised to formalize and improve the document control process. Responsibilities of personnel involved in the process will be more clearly defined, more specific guidance/criteria will be provided for prioritizing revisions, and timelines will be established to ensure that revisions are incorporated in a timely manner. When changes to NAVSEA or higher order directives are received, all required updates will be flagged on the Mail Control Record by the author code to expedite review and handling. A computerized database will be created which will enable personnel to easily identify which internal directives are affected by changes to NAVSEA or higher order directives. Author-code managers are required to continually monitor progress and to provide adequate resources to ensure scheduled completion of priority updates. Monthly status reports for scheduling shall be used to monitor the status and this report will be provided to management to keep them abreast of progress.

Effectiveness of Corrective Action:

The Shipyard will continually monitor the effectiveness of the new document control process through analysis of status reports and periodic reviews of updated directives. All personnel will be trained in the new process.

Status: Open. Corrective action in progress. ECD 15 Jun 99.

Example of Activity Corrective Action Report (Cont'd)

NAVSEA SUBSAFE FUNCTIONAL AUDIT
ACTIVITY
5-9 OCTOBER 1998

Item: MGT-8 (Cont'd)

2nd Corrective Action Report - 28 February 1999

Status:

(Open with status of actions in progress or, if applicable,
Closed with sufficient detail to facilitate NAVSEA review/
closure)

NOMINATION FOR NAVSEA SUBSAFE FUNCTIONAL AUDITOR

(Attach Additional Sheets If Necessary)

Activity: _____ Date Submitted: _____

Name: _____ Title/Grade: _____

Organization: _____ Code: _____

Security Clearance: _____ SSN: _____

Office Phone: _____ Home Phone: _____

Area(s) Nominated for: _____

SUBSAFE Functional Audits ___ None ___ <5 ___ >5

SUBSAFE Certification Audits ___ None ___ <5 ___ >5

Experience in Functional Areas (describe relevant experience in the functional areas being nominated for: Management, Technical, Quality Assurance, Re-Entry Control, Testing, Material Control, and In-Process areas of Welding, NDT, Valve/Component Repair, Mechanical Joint Make-up)

Other Audit Experience (describe experience in other than SUBSAFE audits, e.g., internal audits, vendor audits, ASQ audits, etc.)

Management Experience (describe relevant management experience)

Professional Certification (identify any professional certifications, e.g., Professional Engineer, Engineer In Training, Certified Quality Engineer/Technician/Auditor, etc.)

Signature of SUBSAFE Program Director and Date