



DEPARTMENT OF THE NAVY

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

9077

IN REPLY REFER TO

Ser 92TC5/0252

7 May 97

SEA 92T STANDARD OPERATING PROCEDURE (SOP) NO. 04

From: SEA 92T

Subj: SUBMARINE SAFETY (SUBSAFE) DOCUMENTATION REQUIREMENTS

Ref: (a) NAVSEA 0924-062-0010 Rev (C) SUBSAFE Manual
(b) SEA 92T Memo Ser 92TC5/0007 of 07 Jan 97
(c) SEA 92T Memo Ser 92TC5/0155 of 27 Feb 97

1. Purpose: Reference (a) requires that SUBSAFE correspondence receive an adequate technical and administrative review. This SOP delineates the procedures for that review within SEA 92T.

2. Background: Past internal SUBSAFE audits have indicated the need to adequately identify SUBSAFE correspondence. References (b) and (c) further documented deficiencies in SUBSAFE correspondence procedures during Engineering Quality Assurance (EQA) reviews.

3. Policy:

3.1 All SUBSAFE documentation will be routed to SEA 92TC for review against reference (a) requirements. This includes SEA 92T originated documents as well as those sent to SEA 92T for action.

3.2 Documentation is defined as: Drawings, letters, memoranda, ship alterations, naval messages, Maintenance Requirement Cards (MRC), Maintenance Index Pages (MIPs), etc.

3.3 A SUBSAFE document is one which addresses a SUBSAFE system or component within the SUBSAFE boundaries or a SUBSAFE requirement as defined in reference (a).

4. Procedure:

4.1 Naval messages will incorporate "SUBSAFE" in the subject.

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4.2 MRCs should have a Warning, identifying the SUBSAFE portions of the test procedure in accordance with paragraph 4.6.8 of reference (a). An example is:

"Comply with SUBSAFE/QA instructions."

In addition, the Joint Fleet Maintenance Manual (CINCPACFLT/CINCLANTFLT 4790.3), and Reentry Control Forms shall be listed as Miscellaneous Items on the MRC.

4.3 For correspondence, the top of the concurrence route sheets and record pages will be marked "SUBSAFE".


B. J. WEGNER

Distribution:

SEA 92T
SEA 92T/B (READING FILE)
SEA 92TIC/TBS (5100/32)
SEA 92TC/TC1/TC2/TC4/TC5
SEA 92T1/T11/T12/T13/14
SEA 92T2/T21/22/23/24/25
SEA 92T3/31/32/33
SEA 92TN/TO/TM/TQ/TO1
SEA 92/92B/92Q
SEA 92QB
SEA 03U3
PMS392/B
PMS395/B



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SEA 92/92B/92Q
SEA 92QB
SEA 03U3
PMS392/B
PMS395/B