DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 3750.1E
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NAVSUPPACT NAPLES INSTRUCTION 3750.1E

From: Commanding Officer, U.S. Naval Support Activity, Naples Italy

Subj: AVIATION SAFETY PROGRAM

Ref: (a) CINCUSNAVEURINST 5100.2 (Series)
(b) OPNAVINST 4790.2 (Series)
(c) OPNAVINST 5100.23 (Series)
(d) OPNAVINST 5100.12 (Series)
(e) OPNAVINST 3750.6 (Series)

1. Purpose. To promulgate command policy and requirements for implementation of the Aviation Safety Program.

2. Cancellation. NAVSUPPACT NAPLES INST 3750.1D

3. General. Although this command is not defined as an air activity, it operates as an air facility. U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples) is assigned two station aircraft, and performs certain aviation and/or aviation related tasks specifically assigned by reference (a). Therefore, there is a requirement for an effective Aviation Safety Program, per references (b) and (e), which includes hazard identification, hazard elimination, and foreign object damage (FOD) prevention, along with circulation of pertinent information to those command members actively engaged in support of aircraft operations. The Aviation Safety Program will include and be coordinated with references (c) and (d). Nothing in this instruction shall be construed so as to preclude the use of common sense, sound judgment, and individual initiative.

4. Responsibilities.

a. Aviation Safety Officer (ASO). The ASO will provide expertise and perform duties as required. ASO will supervise the management of mishap and preventative measures, as detailed in this instruction and per references (b) and (e). ASO will incorporate Operation Risk Management (ORM) principles and supervise internal compliance with maintenance, security, and

safety procedures to ensure optimum performance is achieved and regulations are followed.

b. Flight Support Officer. The Flight Support Officer will be responsible to the Operations Officer for the overall quality of maintenance and safety within the Flight Support Division. The Flight Support Officer will also chair the division's monthly safety meeting.

c. Flight Support Division. The Quality Assurance representatives will monitor work centers for sound maintenance and safety practices; at a minimum, perform a safety audit quarterly; and maintain the Hazardous Waste Accumulation Site, as directed by the Hazardous Material/Waste Coordinator.

d. Transient Line Division. The Transient Line Division will ensure a Safety Precautions lecture and On-the-Job training programs are maintained, to include periodic review of standardized NATO taxi signals. Transient Line Division will also ensure that proper personal protective equipment is available to all personnel, to include hearing protection, wand-type flashlights, coveralls, foul weather gear, etc. In addition, the Transient Line Division will be responsible for the following:

(1) Ensure FOD policing of the aircraft ramp area to include grounding and tie-down points, on a daily basis and when circumstances warrant.

(2) Periodically inspect grounding points to ensure stencils are legible.

(3) Ensure that required materials and equipment; i.e., chocks, fire bottles, tie-down lines, etc., are properly stored.

(4) Ensure regular use of the sweeper truck, and inspect condition of asphalt areas and drainage sites throughout the ramp area

(5) Ensure all personnel without flight line access are escorted by a T-Line representative.

(6) Ensure all personnel are on the Hearing, Sight, Respiratory Program, and Asbestos Medical Surveillance Program, which includes required annual monitoring at the U.S. Naval Hospital Naples, Italy.

(7) Ensure compliance with proper safety precautions pertaining to refueling of aircraft, to include proper grounding of aircraft and fueling/de-fueling equipment to grounding points, and review procedures governing cessation of fueling operations during thunderstorms.

Note: Per reference (c), portable headphones, earphones, or other listening devices are not permitted onboard Naval installations. However, work-related listening devices such as headphones for portable radios are allowed.

Note: Runway and taxiway maintenance at Capodichino Airport is the responsibility of the host country.

e. Support Equipment Division. The Support Equipment division will ensure that adequate number, type, and condition of equipment for servicing, starting, and supporting transient military, NATO, and AMC chartered aircraft is available for use at all times. The Support Equipment Division will also:

(1) Assist the transient Line Division in policing the aircraft ramp area for FOD on a daily basis.

(2) Ensure all work center personnel are on the Hearing, Sight, Respiratory Program, and Asbestos Medical Surveillance Program, which includes annual monitoring by the U.S. Naval Hospital Naples, Italy.

(3) Ensure spill of hydraulic fluid, fuel, etc., are attended to immediately to prevent fire and slipping hazards. Clean up procedures and disposal will be per reference (b).

(4) The area in front of the Support Equipment Work Center is to be kept clear and free of loose debris to prevent missile hazards caused by turning aircraft and becoming a potential FOD hazard.

f. Fire and Emergency Services Division. The Fire and Emergency Services Division is responsible to ensure that fire fighting type and capacity are sufficient (when augmented by or augmenting host country equipment) to respond to any type of aircraft incident. Equipment will be placed in an upkeep and preventative maintenance program on a planned basis to preclude excessive down time. A training program will be maintained in crash/rescue procedures for assigned personnel. Execute and ensure currency of agreements providing liaison with the host country for crash/fire/rescue support. Additionally, the Fire and Emergency Services Division will provide the necessary support under the following conditions:

(1) Ensure response equipment and materials are available during fueling operations in case of fuel spills and provide clean-up assistance to prevent fire hazards on the aircraft ramp.

(2) Ensure integrity of the emergency communications system with periodic circuit checks and conduct instruction in circuit discipline. Ensure dissemination of information for the use and location of terminal points on circuits.

(3) Periodically review and update procedures for adequacy and manning effectiveness of emergency crash/fire and rescue control communications.

g. Base Operations. Base Operations will maintain sufficient equipment to meet operational commitments. The station will also maintain a vigorous watch over the aircraft ramp area to ensure aircraft integrity and to report any instances of spills, FOD, or any unsafe conditions to the proper authority. Additionally, the station will maintain current NOTAMS and flight planning publications and charts.

Note: Aircraft control equipment in the Capodichino (Italian) Control Tower and Radar Center is the property and responsibility of the host country.

h. Public Works Department. The Public Works Department will ensure the proper equipment is available and maintained, so all precaution and procedures herein are complied with, to include vehicle maintenance, grounding point testing, proper lifting devices, and any repairs necessary to the ramp area.

i. Law Enforcement/Security Division. The Law Enforcement/Security Division is responsible for maintaining integrity of the ramp area, to include enforcing vehicle speed limits and ensuring personnel requiring access to the ramp area possess ramp passes. The speed limit on the U.S. ramp spaces is five miles per hour for all vehicles.

Note: Unless authorized by the Air Operations Officer and/or Security Officer, only the Air Terminal Controller and official government, vehicles will be allowed on the ramp.

j. Passenger Air Terminal Division. The Passenger Air Terminal Division will assist the Transient Line Division during FOD walk downs and passenger/cargo loading/unloading operations, per contract agreement to ensure safe work practices are observed at all times.

k. Corporate Jet. Corporate Jet aircraft shall abide by all safety regulations contained herein for safe aircraft operations per contractual agreements.

l. All Hands. It is the responsibility of all hands of the Operations Department to be familiar with this instruction to ensure necessary corrective action is taken to eliminate safety hazards and maintain a safe operating environment to include the following:

(1) Personal Protective Equipment (PPE). All personnel are required to wear proper safety PPE to protect them from hazards when working on the flight line.

(2) For the safety of all hands, all personnel requiring access to the ramp area are required to obtain a ramp pass from the Transient Line Division.

(3) Smoking. Smoking is NOT permitted on the flight line or around the hangar/support equipment area (buildings 405/406/408).

(4) Weapons Handling. Class A and B explosives are not authorized aboard NAVSUPPACT Naples, Capodichino, without permission from the Italian Government. Should it be necessary to handle live ordnance at this Command, extensive training will be conducted to ensure all personnel are clear as to their responsibilities while weapons are handled, including extra security measures, safe distance recommendations, and need to know measures.

(5) HERO Transmissions. To prevent accidental weapons discharges, prevention measures concerning HERO transmissions will be adhered to as outlined in NAVSEA publication 3565.

m. Command Duty Officer (CDO). The CDO is responsible for reporting all instances of unsafe practices or conditions to the ASO.

5. Implementation. All provisions and directives of this instruction are effective immediately and extend to all NAVSUPPACT Naples personnel. Safety is an operating attitude. Each individual must elevate his/her awareness of safety and be proactive in correcting an unsafe condition.

6. Action. All personnel are hereby charged with the responsibility of aviation safety.

R. B. RABUSE

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