



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 3750.1F
N3

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NAVSUPPACT NAPLES INSTRUCTION 3750.1F

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

Subj: COMMAND AVIATION SAFETY MANAGEMENT SYSTEM

Ref: (a) OPNAVINST 3750.6S
(b) OPNAVINST 4790.2J
(c) OPNAVINST 5100.12J
(d) OPNAVINST 5100.23G
(e) OPNAVINST 5102.1D

1. Purpose. To promulgate command policy and requirements for implementation of the Command Aviation Safety Management System (SMS).
2. Cancellation. NAVSUPPACT NAPLES INST 3750.1E
3. General. U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy is assigned two station aircraft, and performs aviation and aviation related tasks. Per references (a) and (b) there is a requirement for an effective Command Aviation SMS, which includes hazard identification, hazard elimination, and foreign object damage (FOD) prevention, along with circulation of pertinent information to command members who support aircraft operations. 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 supervises the management of mishap and FOD preventative measures, as detailed in this instruction and in references (a) through (e). The ASO will incorporate the principles of Operational Risk Management and supervise internal compliance with maintenance and safety procedures to ensure optimum performance is achieved and regulations are followed.
 - b. Quality Assurance Officer (QAO) and Line Operations Officer. The QAO and Line Operations Officer is responsible to the operations officer for the overall quality of maintenance and safety within the Flight Support Division.

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c. C-26 Contract Maintenance. Contract Maintenance Lead monitors work centers for sound maintenance and safety practices, conducts quarterly safety audits, and maintains the Hazardous Waste Accumulation Site, as directed by the Hazardous Materials/Waste Coordinator.

d. Transient Line (T-Line) Division. The T-Line Division ensures safety precautions lectures and on the job training programs are maintained, to include periodic reviews of standardized North Atlantic Treaty Organization (NATO) taxi signals. T-Line Division also ensures proper personal protective equipment (PPE) is available to all personnel, to include cranials, hearing protection, wand-type flashlights, goggles, foul weather gear, etc. In addition, the T-Line Division is responsible for the following:

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

(2) Ensure grounding point stencils are legible and current.

(3) Ensure 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 properly escorted.

(6) Ensure all personnel are enrolled in the Hearing and Sight Conservation Program, which includes annual monitoring at the Branch Health Clinic (BHC) Capodichino, Naples, Italy.

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

e. Ground Support Equipment (GSE) Division. The GSE Division ensures availability of adequate number, type, and condition of equipment for servicing, starting and supporting transient military, NATO, and Air Mobility Command (AMC) chartered aircraft. The GSE Division also:

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(1) Assists the T-Line Division in policing the aircraft ramp area for FOD.

(2) Ensures all personnel are enrolled in the hearing and sight conservation, and respiratory protection programs, which includes annual monitoring at BHC Capodichino.

(3) Ensures spills of hydraulic fluid, fuel, etc., are reported and attended to immediately to prevent fire and slipping hazards. Clean up and disposal procedures are implemented per reference (b).

(4) Ensures the area in front of the GSE work center is kept free of debris to prevent missile hazards caused by turning aircraft.

f. Fire and Emergency Services Department (F&ES). The F&ES Department ensures firefighting equipment 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 crash/rescue training program will be maintained for assigned personnel. Execute and ensure currency of agreements with the host nation for crash/fire/rescue support. The F&E Services Department provides additional support as follows:

(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. Conduct instruction in circuit discipline. Ensure dissemination of information for the use and location of terminal points on circuit.

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

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g. Base Operations. Base Operations maintains sufficient equipment to meet all operational commitments. The station maintains a vigorous watch over the aircraft ramp area to ensure aircraft integrity and reports spills, FOD or any unsafe conditions to the proper authority. Additionally, the station maintains current Notice to Airmen, 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 nation.

h. Public Works (PW) Department. The PW Department ensures the proper equipment is available and maintained, so all precautions and procedures herein can be complied with, to include vehicle maintenance, grounding point testing, proper lifting devices, and any repairs necessary to the ramp area.

i. Security Department. The Security Department maintains the 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 is five miles per hour for all vehicles.

Note: Unless authorized by the air operations officer and/or security officer, only T-Line and official government vehicles will be allowed on the ramp.

j. Passenger Air Terminal Division. The Passenger Air Terminal Division assists the T-Line Division during FOD walk downs and passenger/cargo loading/unloading operations, per contract agreements, and ensures safe work practices are observed at all times.

k. All Hands. All Operations Department personnel shall be familiar with this instruction and ensure corrective action is taken to eliminate safety hazards and maintain a safe operating environment, to include the following:

(1) PPE. All personnel are required to wear proper safety PPE when working on the flight line.

(2) All personnel requiring access to the ramp area are required to obtain a ramp pass from the T-line Division.

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

(4) Hazardous materials. Hazardous materials (including Class A/B/C explosives) are not authorized via aircraft to and from NAVSUPPACT Naples, Capodichino.

1. Command Duty Officer (CDO). The CDO is responsible for reporting 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

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



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