

(Date of Request)

MEMORANDUM

From: (Enter Responsible Organization, Maintenance Officer)

To: Installation Fire Chief, CNFJ Regional Fire Department, Naval Air Facility Atsugi, Japan

Via: (Enter Safety Officer, Responsible Organization)

Subject: Designation of Temporary Fuel Cell Maintenance Area - (Facility Number)

References: a. (Publications Numbers and Title)

b.

c.

d. OPNAV Instruction 3500.38B, Operational Risk Management (ORM)

1. Request building _____, aircraft maintenance hangar, be temporarily designated as a fuel cell maintenance area for (Type Aircraft) aircraft.
2. JUSTIFICATION: (Provide mission compelling need to conduct fuel cell maintenance inside of a facility not designed for this type operation and why it can't be conducted in a designated area outdoors)
3. OPERATIONAL RISK MANAGEMENT (ORM): (Complete ORM plan IAW reference d.)
 - a. IDENTIFY HAZARDS. (See Enclosure 1, Paragraph 3a.)
 - b. HAZARD ASSESSMENT. (See Enclosure 1, Paragraph 3b.)
 - c. MAKE RISK DECISION. (See Enclosure 1, Paragraph 3c.)
 - d. IMPLEMENT CONTROLS. (See Enclosure 1, Paragraph 3d.)
 - e. SUPERVISE. (See Enclosure 1, Paragraph 3e.)
4. RISK ASSESSMENT CODE (RAC) (See Enclosure 1, Paragraph 6.)
5. This plan will be reviewed and approved annually.

(Name, Rank, Title and Signature of Requestor)

APPROVED/DISSAPPROVED
(Organization's Safety Officer)
(Name, Rank, Signature and Date)

Remarks:

APPROVED/DISSAPPROVED
(Organization's Aircraft Maintenance Officer)
(Name, Rank, Signature and Date)

Remarks:

APPROVED/DISSAPPROVED
FREDDIE THOMPSON JR.,
CNFJ Regional Fire Department, Atsugi
Installation Fire Chief

Remarks: This Plan expires annually on the date of the Fire Chief's signature. Operations in violation of the using organizations ORM plan and/or standard safety procedures may result in revocation of this approval. Reviewed and updated annually.