



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO, CALIFORNIA 92136-5084

IN REPLY REFER TO:

NAVBASESANDIEGOINST 8023.7D
N39

NAVBASE SAN DIEGO INSTRUCTION 8023.7D

Subj: EXPLOSIVES SAFETY SELF-AUDIT (ESSA) PROGRAM

Ref: (a) NOSSAINST 8020.14G

Encl: (1) ESSA Evaluation Deficiency Form

1. Purpose. To provide instruction for the execution of the Naval Base, San Diego (NBSD) ESSA Program as required by reference (a). The intent is to emphasize the importance of maintaining a well-disciplined approach to explosives safety issues and to promote the highest standards of safety, responsibility and compliance.

2. Cancellation. NAVBASESANDIEGOINST 8023.7C.

3. Background. Experience has demonstrated the self-appraisal process is one of the most effective means for maintaining a valid and reliable explosives safety program. A comprehensive checklist to evaluate the elements of each functional area can be accessed at <https://nossa.nmci.navy.mil>

4. Action

a. The NBSD ESSA Program will be coordinated by the Command Explosives Safety Officer (ESO). The ESO shall:

(1) Establish a schedule for the annual audit to include all explosives programs and elements that pertain to NBSD.

(2) Assign audit team members and conduct a pre-audit brief to provide audit guidelines.

(3) Evaluate deficiencies noted by the audit team and enter the findings into the Inspection Database Assistant Program (IDAP).

(4) Submit the final report to the Commanding Officer.

(5) Track completion of corrected actions in IDAP.

(6) Maintain records of ESSA results and corrective actions for a minimum of four years.

b. Audit team members shall:

(1) Familiarize themselves with the requirements of this instruction and reference (a) Encl (3).

(2) Ensure they are not tasked to assess conditions in areas under their cognizance.

(3) Perform audits as scheduled by the ESO.

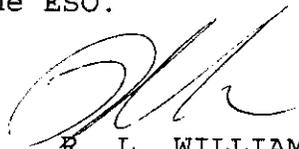
(4) Use the appropriate section(s) of the guide provided at <https://nossa.nmci.navy.mil> to document each deficiency on enclosure (1). Provide a copy of each deficiency to the ESO.

c. NBSD Department Heads and Associated Agencies shall:

(1) Review the deficiencies noted and initiate corrective actions. Corrective actions shall address the deficiency and the root cause that led to the finding.

(2) Have appropriate department personnel brief the NBSD ESO on the deficiencies, the status of the corrective action and any perceived problems within five working days of the completed self-audit.

(3) Annotate corrective action on enclosure (1) and return completed form(s) to the ESO.



R. L. WILLIAMSON

Distribution:

Electronic only, via CNIC web-site

<https://cnicgateway.cnic.navy.mil/sites/SWNBSD/N00/>

ESSA EVALUATION DEFICIENCY REPORT

Finding # _____	Element _____
Program # _____	Inspection Date: _____
_____	_____

Related Area:			
Safety _____	Qual/C _____	Fire _____	Admin _____
Security _____	Training _____	RSS _____	Facilities _____
Environment _____	MHE/OHE _____	Other _____	

DEFICIENCY/COMMENT:
RECOMMENDED CORRECTIVE ACTION: ACTION DEPT: ACTION TAKEN: ROOT CAUSE: PROGRAM POC: PHONE:

Auditor Sign/date	Group Review Date	Dept Head Date
----------------------	----------------------	-------------------